



Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Item Number: 1

Meeting Date: 07.16.12

Presenter(s): Sharon Spencer

Title: Chairman

Agency/Dept.: Board of Commissioners

Item Title: Call to Order, Opening Prayer, Pledge of Allegiance

Attachments: No

Description: General activities to open the meeting.

Times Read: First

Impact on Budget: None

RECOMMENDATION: Approve

<u>MOTION MADE BY:</u>	<u>MOTION SECONDED BY:</u>	<u>Vote:</u>	<u>Aye</u>	<u>Nay</u>
_____ S. Spencer	_____ S. Spencer	S. Spencer	_____	_____
_____ A. Byrd	_____ A. Byrd	A. Byrd	_____	_____
_____ D. Styron	_____ D. Styron	D. Styron	_____	_____
_____ B. Swindell	_____ B. Swindell	B. Swindell	_____	_____
_____ D. Tunnell	_____ D. Tunnell	D. Tunnell	_____	_____



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 2

Meeting Date: 07.16.12

Presenter(s): Sharon Spencer

Title: Chairman

Agency/Dept.: Board of Commissioners

Item Title: Consideration of Agenda

Attachments: Yes

Description: Consideration of Agenda for today's meeting

Times Read: First

Impact on Budget: None

RECOMMENDATION: Approve

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

	Yea	Nay
____ A. Byrd	____	____
____ B. Swindell	____	____
____ D. Styron	____	____
____ D. Tunnell	____	____
____ S. Spencer	____	____



Since 1712

HYDE COUNTY BOARD OF COMMISSIONERS

Monday, July 16, 2012 - 6 PM

Hyde County Courthouse Multi-purpose Room

30 Oyster Creek Road, Swan Quarter, NC

and the

Ocracoke School Commons Area

120 School House Road, Ocracoke, NC

AGENDA

Item 1 Call to Order, Opening Prayer Chrm. Spencer

Item 2 Consideration of Agenda Chrm. Spencer

Item 3 Approval of Minutes from meeting on June 18, 2012 Chrm. Spencer

Item 4 Public Comments

The public comment period is a time for the public to make comments to the County Commissioners. Comments should be kept to three (3) minutes and should be directed to the entire board and not to an individual Commissioner, staff member or member of the public. Time for one person to speak cannot be used by another person. Comments that reflect the need for assistance are typically to a future Board meeting agenda.

SPECIAL RECOGNITION

Item 5 Introduction of New Employees Wes Smith
Jenna Brinn, RN, WIC Clinic Coordinator, Health Department
Stephanie Watson, Accounting Clerk IV, Health Department

Employee of the Month
Tommy Loftus, EMT-I Justin Gibbs

ITEMS OF CONSIDERATION

Item 6 ABC Building Lease Maintenance Report Clint Berry

(a) Interlocal Sewer Maintenance Agreement - Public Safety Center Clint Berry

(b) CDBG-NC Tomorrow Contract for Training Services Kris Noble

(c) CDBG-NC Tomorrow Grant - Approval of Program Policies Kris Noble

Item 7 Pre-Disaster Mitigation Grant-Approval of Program Policies and Designated Agent Chris Hilbert

Item 8 Pre-Disaster Mitigation Grant - Award of Professional Services Chris Hilbert

Item 9	Appointments to Occupancy Tax Boards	Commissioners
Item 10	Appointment to Northeast Workforce Development Board	Commissioners
Item 11	Approval of Position for Planning & Development Technician	Mazie Smith
Item 12	Approval of Reorganization of Planning & Development Dept. (will need to amend budget ordinance)	Mazie Smith
Item 13	Discussion of Methane Gas Mining Project	Glenn Hockney
Item 14	Designation of Delegate for NCACC Convention	Chrm. Spencer

MANAGEMENT REPORTS

- Item 15** **Reports from Commissioners**
- Item 16** **Reports from County Manager**
- Item 17** **Public Comments**
- Item 18** **Closed Session** if requested or needed (discussion)
Pursuant to N.C. GS 143-318.11 (1-9)
- Item 19** **Appointment of Director of Planning and Development**

SUPPLEMENTAL INFORMATION

- Item 20** **Supplemental Information**
Coastland Times article on Dare County Hurricane Irene expenses
Hyde County Board of Health Meeting Minutes
Hyde County ABC Board financial report
Letter Regarding Pay Increases for ECBH Employees
News and Observer article on remotely piloted aircraft
Ocracoke Mosquito Control Financial Report
Thank You Note from Alice Keeney
Senior Center Newsletter
June Sales Summary Report - ABC Board
Hyde County Hotline, Inc. July 2012 Newsletter
- Item 21** **Department Reports**
Senior Center Report and Newsletter
Tax Office
Inspections
Elections
Veteran Services

MEETING CALENDAR

JULY

16th Board of Commissioners meeting, 6 PM

AUGUST

6th Board of Commissioners meeting, 6 PM
(only one meeting this month)

6th-10th Manager at Public Executive Leadership Academy, SOG

16th-19th NCACC Annual Conference, Raleigh

EMPLOYMENT ANNIVERSARIES

JULY

1st	1986	Merita Spencer, Register of Deeds, 26 years
	1989	Florida Farrow, Social Services, 23 years
	1992	Darlene Berry, Senior Citizens, 20 years
	1997	Alice Keeney, Planning, 15 years
	1998	Nathan Spencer, Solid Waste, 14 years
	2000	Pam Sawyer, Register of Deeds, 12 years
	2005	LaDonna Spencer, Water Department, 7 years
	2008	Gwen Cahoon, Solid Waste, 4 years
	2009	Alice Mackey, ADAP Center, 3 years
	2009	Elizabeth Gurganus, ADAP Center, 3 years
	2009	Rosemarie Grays, ADAP Center, 3 years
	2010	Alla Harris, Home Health, 2 years
	2010	Bertha Cooper, Home Health, 2 years
6th	2010	Larry Sadler, Water Department, 2 years
9th	2010	Stacey Midgett, Cooperative Extension, 2 years
11th	2005	Deborah Sawyer, Sheriff's Department, 7 years
14th	1997	Andra Gibbs, Water Department, 15 years
15th	1991	Linda McCabe, Social Services, 21 years
22nd	2002	Luana Gibbs, Health Department, 10 years



HYDE COUNTY

NORTH CAROLINA

Since 1712

Item Number: 3

Meeting Date: 07.16.12

Presenter(s): Sharon Spencer

Title: Chairman

Agency/Dept.: Board of Commissioners

Item Title: Consideration of Minutes

Attachments: Yes

Description: Minutes of the meeting held on June 18, 2012

Times Read: First

Impact on Budget: None

RECOMMENDATION: Approve

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Yea	Nay
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Meeting Minutes

**Board of County Commissioners
Hyde County**

June 18, 2012

Chairwoman Sharon Spencer called the regular meeting of the Hyde County Board of Commissioners to order at 6:00 PM on Monday, June 18, 2012 in the Hyde County Government Center, Multi-Use Room, and the Ocracoke School Commons Room using electronic conferencing equipment. The following members were present on the mainland: Commissioners Anson Byrd, Sharon Spencer, Barry Swindell and Dick Tunnell; Attorney Fred Holscher; County Manager Mazie Smith; Deputy Clerk to the Board Lois Stotesberry; and, members of the public. The following members were present on Ocracoke: Commissioner Darlene Styron; Deputy Clerk Jamie Carter; and, members of the public.

Following pledge of allegiance and opening prayer by Commissioner Swindell, the meeting was called to order.

Agenda:

Chairwoman Spencer asked for any changes to the June 18, 2012 meeting Agenda as presented by the Clerk. Commissioner Swindell moved to approve the agenda with deletion of Item 8 – Public Hearing on Change to Subdivision Ordinance and addition of Item 13(a) – Pre-Disaster Mitigation Grant Agreement; Item 13(b) – Transfer of Ownership of Engelhard Marine Industrial Park; Item 17(a) – Lease of Office Space for Social Services and Item 22(a) – Budget Transfer for Sheriff's Department. Ms. Styron seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Consideration of Minutes:

Chairwoman Spencer asked for approval of meeting minutes.

Commissioner Byrd moved to approve the June 4, 2012 regular meeting minutes as presented by the Clerk. Mr. Tunnell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Public Comments:

Chairwoman Spencer called for comments from the public.

1 There being no comments from the public, Chairwoman Spencer continued the meeting.

2 Special Recognition:

3 Recognition of Alice Keeney Upon Retirement

4 Alice Keeney will retire effective June 30, 2012. Ms. Keeney has been employed by Hyde
5 County for fifteen years as County Planner and Economic Developer. She has been responsible
6 for attracting new business and nurturing small and start-up business while implementing and
7 maintaining economic development programs concerned with retaining existing business and
8 industry in Hyde County.

9 Chairwoman Spencer thanked Ms. Keeney for her dedication to Hyde County and wished her a
10 happy retirement. Ms. Spencer presented Alice with a Years of Service Certificate and Pin; and,
11 an engraved silver tray.

12 Employee of the Month

13 Chairwoman Spencer presented Alice Keeney with the June Employee of the Month Certificate.

14 Manager Smith thanked Ms. Keeney for her personal service and attention to Hyde County
15 citizens.

16 Introduction of New Employees

17 Utilities Director Clint Berry introduced Phillip Sawyer, Water Plant Operator. Phillip is a
18 native of Hyde County. He comes to us from Hyde Correctional Institution.

19 Health Director Wesley Smith introduced Roni Collier, Food Services Technician. Ronnie is a
20 former resident of Hyde County who returned to fill this position.

21 Soil & Water Director Debbie Cahoon introduced Daniel Brinn, Tar-Pamlico River Basin
22 Technician. This position is funded 100% by NC State University. Daniel has a BA in
23 Construction Management. Daniel lives in Swan Quarter with his wife and two daughters.

24 **Public Hearing:**

25 Draft 10-Year Solid Waste Plan

26 Commissioner Swindell moved to open public hearing on the Hyde County 10-Year Solid Waste
27 Plan. Mr. Byrd seconded the motion. The motion passed on the following vote:

28 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

29 Recycling Coordinator Ann Blindt presented the Plan. Projections for the years 2012 – 2122
30 were discussed in the plan update.

Hyde County is in the process of improving its solid waste management infrastructure while at the same time trying to reduce costs. The county disposes of waste at the East Carolina Environmental (ECE) Landfill in Bertie County, owned by Republic Services. The county is at the closest about 50 miles from that landfill, so it faces high transportation costs as well as high tipping fees. To consolidate its services, Hyde County has ceased the curbside recycling and trash collection services and has opened two additional county-staffed solid waste collection sites. The county no longer contracts with neighboring Dare County for trash collections on Ocracoke Island. All waste materials and recyclables are now managed using the collection sites that are available to businesses and residents. The county has begun new recycling programs in recent years using state and local funds, including those that meet the requirements of the state disposal bans. The county plans to use a NC Department of the Environmental Assistance and Outreach (DEAO) grant in FY2013 to install compactors to reduce the costs of transporting the comingled recyclables. Hyde County is also going to provide more public spaces recycling with this grant.

Utilities Director Clint Berry reported that the Ocracoke chipper is worn out and it would cost \$45,000 to replace it. Because of costs and hazards associated with using the old chipper, chipping on Ocracoke will be carried to Swan Quarter.

John Fletcher, Ocracoke - stated that citizens on Ocracoke would like to use the chips.

After discussion, Mr. Berry stated that chips could be returned to Ocracoke for use by island citizens.

Commissioner Swindell moved to close public hearing on Hyde County 10-Year Solid Waste Plan. Mr. Byrd seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Resolution to Pass 10-Year Solid Waste Plan

Commissioner Swindell moved to adopt Resolution to Pass 10-Year Solid Waste Plan. Mr. Byrd seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Clerk's Note: A copy of "Resolution to Pass 10-Year Solid Waste Plan" is attached herewith as Exhibit A and incorporated herein by reference.

Items of Consideration:

Update on Progress at Airport

Jay Talbert of Talbert & Bright, Inc., presented report on current projects underway at the Engelhard Airport. Mr. Talbert reported that the 6,000 gallon fuel farm project is complete and commended Airport Manager Jane Hodges for work done on the project. Jane will conduct daily inspections at the fuel facility. He reported that the Precision Approach Position Indicator (PAPI) that was installed approximately five years ago is out of order. A letter requesting

emergency PAPI rehabilitation grant funds will be sent to the Division of Aviation. Grant allocation for Hyde County in 2012 equals \$150,000.

Resolution for Acceptance of Airport Grant

Jay Talbert of Talbert & Bright, Inc., reported that the NC Department of Aviation has approved a State Aide to Airports Grant in the amount of \$418,968 based on total estimated cost of \$465,520 with a county match equal to ten percent of the total estimated project cost. Funds will be used for a new surface treatment on the airport runway and overlay on the taxi area. Barnhill Construction will begin work mid-July.

Commissioner Byrd moved to adopt Resolution to Accept NC Department of Aviation State Aide to Airports Grant. Ms. Styron seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Clerk's Note: A copy of "Resolution to Accept NC Department of Aviation State Aide to Airports Grant" is attached herewith as Exhibit B and incorporated herein by reference.

Lease with Forest Service for Tanks at Airport Grant

Airport Manager Jane Hodges reported that for some time Hyde County has allowed the NC Division of Forestry Resources to occupy a portion of the Hyde County Airport located in Engelhard for storage as a staging area for fire-retardant tanks and pumps. Ms. Hodges presented lease agreements prepared by the State Property Office and County Attorney Holscher. She reported that the Hyde County Airport Advisory Committee approves Attorney Holscher's lease agreement.

Commissioner Byrd moved to approve the Lease Agreement between Hyde County and the NC Division of Forestry Resources as prepared by County Attorney Fred Holscher. Mr. Swindell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Pre-Disaster Mitigation Grant Agreement

Reed Whitesell, Community Development Manager, Holland Consulting Planners, Inc., reported that Hyde County applied in 2009 for Pre-Disaster Mitigation funds provided by FEMA to help elevate houses into compliance with the county's Floodplain Ordinance. FEMA identified 8 houses that are eligible for 2011 Pre-Disaster Mitigation funds and the NC Division of Emergency Management sent a Grant Agreement to be signed by the (previously approved) Designated Agent. Federal monies will cover 75% of the program with participating homeowners providing 25% of the costs of the program. Only the units identified in the Grant

- 1 Agreement are eligible for the federal share of funding. Holland Consulting Planners, Inc. is
 2 currently under contract to administer this grant on behalf of Hyde County.
- 3 Mr. Whitesell reported that Hyde County, HCP, Inc., Engineers and Contractors are indemnified.
 4 The home owner is responsible for payment of their 25% cost of the program.

FY11 Pre-Disaster Mitigation Elevation Units				5
Home Owner	Parcel No.	Street No.	Street Name	City
Mark A. Hierholzer	208170	232	NC Hwy 45	Swan Quarter
Zeb B. Mayo	202207	5771	US Hwy 264	Scranton
Michael H. Casper	202971	34518	US Hwy 264 E	Engelhard
Solomon Cooper	201252	221	Sadie Weston Rd.	Swan Quarter
Gary Mayo	20227	824	Puddin Hill Rd.	Scranton
Bryan W. Cuthrell	204352	143	Golden St.	Engelhard
Don Nixon	204566	4595	Piney Woods Rd.	Fairfield
Keith Harris	203062	198	Mt. Pleasant Village Rd.	Engelhard
Highlighted units were completed with FY09 CDBG Local Option Funds				

- 10 Commissioner Byrd moved to authorize the designated agent to sign the Grant Agreement.
 11 Mr. Swindell seconded the motion. The motion passed on the following vote:

12 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

13 **Transfer of Ownership of Engelhard Marine Industrial Park Building**

- 14 Grants Administrator Kris Noble reported that in consideration of a grant received from The
 15 Golden Leaf Foundation, for acquisition and development of the Engelhard Marine Industrial
 16 Park, a 3,000 square foot building was constructed at Engelhard Marine Industrial Park.

- 17 Ms. Noble presented “Option Agreement and Bill of Sale” to transfer the building located at the
 18 Engelhard Marine Industrial Park from Hyde County to the NC Seafood Industrial Park
 19 Authority.

- 20 Commissioner Byrd moved to authorize Board Chair to execute Option Agreement and Bill of
 21 Sale for the building on Lot No. 1 at the Engelhard Marine Industrial Park. Mr. Tunnell
 22 seconded the motion. The motion passed on the following vote:

23 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

24 **ABC Board Report**

- 25 ABC Board Chairman Keith Parker-Lowe presented report on the financial status of the ABC
 26 Board. He reported that all debts are paid and inventory in stock equals \$102,000; that the
 27 general manager and finance officer positions were joined with approval from the State ABC
 28 Board and that Andrew Spencer was appointed to the position; and, that the June 19 ABC Board
 29 meeting is cancelled and meetings will resume on the 3rd Thursday monthly for the rest of 2012.

- 30 After discussion, it was agreed that the State contract with the Sheriff’s Department should be
 31 pursued. Funds from the ABC Store due to the Sheriff’s Department should be requested.

Lease for ABC Store Building on the Mainland

After discussion, approval of the ABC Store Lease Agreement was tabled until the next regularly scheduled Board meeting on July 2, 2012.

2012-2013 Secondary Road Improvement Program

Sterling Baker, PE, NCDOT District Engineer, presented the 2012-2013 Secondary Road Improvement Program including priority ratings and the unavailable right-of-way list for Hyde County.

Commissioner Byrd moved to approve the NCDOT 2012-2013 Secondary Road Improvement Program for Hyde County. Mr. Swindell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Mr. Baker also presented the Hyde County Bridge Inspection Report and discussed Bridge No. 470079 located on SR1319 in Engelhard beside Gibbs Store. Options to replace or remove the bridge were discussed.

Commissioner Byrd moved to instruct Manager Smith to contact Sterling Baker and ask that he prepare and present plans for a pedestrian bridge to replace Bridge No. 470079 in Engelhard. Mr. Swindell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

ADAP Center Funding

Department of Social Services (DSS) Director Gloria Spencer, ADAP Program Coordinator Alice Mackey and Aide Elizabeth Gurganus presented update and reviewed the billing process for Mattamuskeet Opportunities/Hyde ADAP 2010-2011.

On June 7, 2012 Ms. Gurganus received an e-mail message from Elizabeth Harrell, Staff Accountant for East Carolina Behavioral Health, LME (ECBH, LME) notifying Ms. Gurganus that ECBH had mistakenly over paid Hyde County DSS on behalf of the ADAP Center. ECBH offered two options for repayment of approximately \$44,000 to ECBH: 1) issue a check to ECBH by June 15, 2012 for the amount owed back, or 2) ECBH can recoup the advance from the next payment due to Hyde County ADAP.

ECBH has been using new billing software and many clients received over payments followed by requests for repayment of the funds. No one from Hyde ADAP received training on the software. Ms. Mackey and Ms. Gurganus received training on the new ECBH billing software earlier in the day.

Chairwoman Spencer spoke with Leza Wainwright, Executive Director, ECBH, LME, who apologized for the e-mail message and assured Ms. Spencer that repayment of the funds could be negotiated.

Commissioner Styron stated that the mistake made by ECBH will cause Hyde County to operate in crisis mode.

Hyde County Commissioners must decide whether or not the ADAP Center will be allowed to continue operating under the Department of Social Services or not. If not, the County must notify ECBH that it can no longer operate the center. ECBH is contractually obligated to provide services to clients at Mattamuskeet Opportunities/ADAP Center.

Request for Approval of Hyde County Revolving Loan Fund Application for Southern Diesel Incorporated

County Planner/Economic Developer Alice Keeney reported that Mark Hodges, President and ECO of Southern Diesel, Inc., is requesting an \$80,000 term loan to purchase equipment to be used for maintenance and repair of heavy equipment and marine vessels for a full service diesel and hydraulic repair, welding and fabrication shop to be located at the Engelhard Marine Industrial Park in Engelhard. The loan will carry a 5% fixed interest rate with a ten (10) year amortization and will be collateralized by a first lien on all inventory, business assets and equipment, an assignment of the lease between Southern Diesel Inc. and the State of North Carolina and the assignment of a term life insurance policy in the amount of \$80,000 with Hyde County named as beneficiary, covering the full term of the loan. The loan will be personally guaranteed by Mark Hodges. Five employees will be hired.

Commissioner Byrd moved to approve the \$80,000 term loan to purchase equipment to be owned by Southern Diesel Inc. Mr. Tunnell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Commissioner Swindell requested report from the Revolving Loan Fund Committee by October, 2012 in order to provide transparency of government to the citizens.

Hyde County Revolving Loan Fund Committee Appointment

County Planner/Economic Developer Alice Keeney reported that during the Revolving Loan Committee meeting on June 12, 2012, the Revolving Loan Committee discussed Faye Sadler's resignation from the Revolving Loan Fund Committee and the importance of having an Ocracoke business person as a member of the Revolving Loan Fund Committee. While Darlene Styron has served in this capacity for a number of years, she is also the current representative appointed to represent the Hyde County Board of Commissioners. A new representative from

the Hyde County Board of Commissioners will need to be appointed in December, when Darlene Styron's term as a Hyde County Commissioner will end.

Commissioner Byrd moved to appoint Darlene Styron to replace Faye Sadler's position on the Revolving Loan Fund Committee. Mr. Tunnell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Mainland and Ocracoke Occupancy Tax Board Appointments

Manager Smith reported that at its regularly scheduled meeting on June 4, the Board moved to amend Hyde County Ordinance No. 38-24 – Advisory Committee – to designate that Occupancy Tax Board appointments be made at or before the second meeting in July of each fiscal year.

Discussion was tabled and appointments will be made at the next regularly scheduled Board of Commissioners meeting on July 2, 2012.

Request for Tri-Centennial Committee Appointments

Manager Smith reported that Hyde County is celebrating 300 years of County government this year. Ms. Smith will incorporate opening of the Hyde County Historic Courthouse into our tri-centennial celebration. Appointments to the Tri-Centennial Committee will be made at the next regularly scheduled Board of Commissioners meeting on July 2, 2012.

Budgetary Matters:

Manager Smith reported no administratively approved transfer. She requested approval of two Sheriff's Department transfers.

Board Approval Required			
Department	Program	Amount	Explanation
Sheriff	Salaries	\$106,874.93	To cover an under-budgeted salary line
	Inmate Safekeeping	\$30,000.00	To cover expenses incurred from locally housing prisoners

After discussion, Commissioner Styron stated that she would vote to approve the budget transfers only because the County has to pay them.

Commissioner Swindell moved to reluctantly approve the Sheriff's Department budget transfer requests totaling \$136,874.93. Mr. Tunnell seconded the motion. The motion passed on the following vote:

Ayes – Styron, Swindell and Tunnell Nays – Byrd

Chairwoman Spencer directed Manager Smith to ask Sheriff Mason to attend the next regularly scheduled meeting on June 2, 2012, to discuss the D.A.R.E. officer position and seven surplus vehicles at the Sheriff's Department.

County Commissioners Reports:

Commissioner Swindell – attended the Board of Health quarterly meeting on June 12, 2012.

Commissioner Tunnell – nothing to report.

Commissioner Byrd – asked how much money does FEMA still owe Hyde County? He directed Manager Smith to prepare and send a letter to Mr. Moore, in Congressman Jones' office, with all of the Commissioners signing it. Mr. Byrd attended the Engelhard Marine Industrial Park ceremony in Engelhard. He commended Alice Keeney and Kris Noble for work done on the project.

Commissioner Styron – thanked Alice Keeney for her time spent in Hyde County. She commended Alice and Kris Noble for work done on the Engelhard Marine Industrial Park project. Ms. Styron attended the Ocracoke Development Planning Board meeting where signage and kiosk were discussed; and, the WOVV 4th Annual Arm Wrestling Contest. She commended Jane Hodges for work done at the Engelhard Airport and thanked the Revolving Loan Fund Committee for her appointment to the committee. Ms. Styron encouraged citizens to attend Board meetings and/or read Board meeting minutes.

Commissioner Spencer – commended Alice Keeney and Kris Noble for work done on the Engelhard Marine Industrial Park project. Ms. Spencer noted that Hyde County was in competition for the funding and we were fortunate to have won. She attended several meetings and spoke with Leza Wainwright, Executive Director of ECBH, about the Hyde County ADAP Center billing issue.

Ms. Spencer asked that the Board consider making the two part-time positions, approved in the FY2012-2013 Budget, one full-time position. She will put this item on the July 2, 2012 Board Meeting Agenda for consideration.

Ms. Spencer spoke with Representative Tim Spear about the ferry tax issue. He believes ferry tolls will not go into effect until next July and that Ocracoke citizens should be exempt.

County Manager's Report:

Manager Smith thanked Utilities Director Clint Berry for repairs on the generator platform that collapsed on Monday, June 4. Ms. Smith reported receipt of greater than \$2 million from FEMA. She presented the FY2012-2013 Hyde County Budget at the Senior Center; reported Performance Reviews are complete; and she will attend a meeting next week to discuss the Ocracoke Ball Field project. Ms. Smith thanked Jamie Tunnell for filling in as Public

Information Officer (PIO). She asked that the Ocracoke Mosquito Control Board put in writing what to set as the mosquito tax rate and send it to Tax Administrator Linda Basnight.

Ms. Smith thanked her staff and stated she is very proud of them. She invited Board members to spend a day with her at the Government Center.

Public Comments:

Chairwoman Spencer called for comments from the public.

There being no comments from the public, Chairwoman Spencer continued the meeting.

At this time, Alice Keeney opened a gift presented to her by the Commissioners. She thanked everyone for the retirement reception and the silver tray.

Closed Session (none)

Supplemental Information:

Department Reports

Administration: Spending Freeze Memo
Inspections/Code Enforcement
Animal Control
Health Department

Other Information

Airport Committee Meeting Minutes – March 26, 2012
Cooperative Extension Weight of the Nation Report
Ocracoke Advisory Planning Board (OAPB) Meeting Notice
Urgent Ferry Tax Update

Meeting Calendar

July, 2012

07-02-2012 Board of Commissioners Meeting – 6:00p.m.
07-04-2012 Independence Day (county offices closed)
07-16-2012 Board of Commissioners Meeting – 6:00p.m.

Employment Anniversaries

June, 2012

06-23-2012 James Blount, Solid Waste – 4 years

Commissioner Byrd moved to adjourn the meeting. Mr. Swindell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell

Nays – None

The meeting adjourned at 9:25 P.M.

Respectfully submitted:

Minutes approved on the 2nd day of July, 2012.

Lois Stotesberry, Deputy Clerk
Hyde County Board of Commissioners

Sharon Spencer, Chair
Hyde County Board of Commissioners

Attachments:

Exhibit A: *“Resolution to Pass 10-Year Solid Waste Plan”*

Exhibit B: *“Resolution to Accept NC Department of Aviation State Aide to Airports Grant”*



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 4

Meeting Date: 07.16.12

Presenter(s): Citizens

Title:

Agency/Dept.:

Item Title: Public Comments

Attachments: No

Description: Citizens are afforded an opportunity at this time to comment on issues they feel may be of importance to the Commissioners and to their fellow citizens. Comments should be kept to (3) minutes and directed to the entire Board, not just one individual Commissioner, staff member or to a member of the audience. Time for one person cannot be used by another person. Comments that reflect the need for additional assistance will be directed to the County Manager or referred to a future meeting agenda.

Times Read:

Impact on Budget:

Recommendation: Listen for understanding.

MOTION MADE BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

MOTION SECONDED BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye

Nay



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 5

Meeting Date: 07.16.12

Presenter(s): Wesley Smith

Title: Health Director

Agency/Dept.: Hyde County Health Department

Item Title: Introduction of New Employees

Attachments: No

Description: Health Director, Wesley Smith will introduce Jenna Brinn, RN, WIC Clinic Coordinator and Stephanie Watson, Accounting Clerk IV.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Listen for understanding, welcome new employees.

MOTION MADE BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

MOTION SECONDED BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Vote:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Aye

Nay



HYDE COUNTY

NORTH CAROLINA

Item Number: 5

Meeting Date: 07.16.12

Presenter(s): Justin Gibbs

Title: Emergency Management Director

Agency/Dept.: County of Hyde

Item Title: Recognition of July 2012 Employee of the Month

Attachments: None

Description: The Employee of the Month, Tommy Loftus, will be introduced to the Board and the public.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Congratulate and thank employee

MOTION MADE BY:

_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

MOTION SECONDED BY:

_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye

Nay

Congratulations

THIS CERTIFICATE IS TO COMMEND

TOMMY LOFTUS

EMPLOYEE OF THE MONTH

AWARDED THIS THE 16TH DAY OF JULY, 2012.

SHARON P. SPENCER, CHAIRWOMAN
HYDE COUNTY BOARD OF COMMISSIONERS

MAZIE SWINDELL-SMITH, COUNTY MANAGER



HYDE COUNTY

NORTH CAROLINA

Item Number: 6

Meeting Date: 07.16.12

Presenter(s): Clint Berry

Title: Utilities Director

Agency/Dept.: Utilities Department

Item Title: ABC Building Lease Maintenance Report

Attachments: No

Description: Keith Parker-Lowe presented the Lease Agreement between the County and the Hyde County ABC Board for lease of the Mainland ABC Store on June 18.

Approval of the Lease was tabled until the July 2nd Board meeting to allow time for maintenance expenses on the building to be researched. Clint Berry will present a report on the costs to Hyde County for maintenance on the ABC Store building.

Times Read: First

Impact on Budget: None

Recommendation: Approve - contingent upon County Attorney's approval.

<u>MOTION MADE BY:</u>	<u>MOTION SECONDED BY:</u>	<u>Vote:</u>	<u>Aye</u>	<u>Nay</u>
____ A. Byrd	____ A. Byrd	A. Byrd	_____	_____
____ B. Swindell	____ B. Swindell	B. Swindell	_____	_____
____ D. Styron	____ D. Styron	D. Styron	_____	_____
____ D. Tunnell	____ D. Tunnell	D. Tunnell	_____	_____
____ S. Spencer	____ S. Spencer	S. Spencer	_____	_____



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 6 (a)

Meeting Date: 07.16.12

Presenter(s): Clint Berry

Title: Utilities Director

Agency/Dept.: Hyde County Government

Item Title: Interlocal Sewer Maintenance Agreement

Attachments: Yes

Description: Hyde County holds the sewer permit for the Public Safety Center and is therefore responsible for servicing and maintaining all equipment associated with the facility. Swan Quarter Sanitary District currently accepts wastewater from the facility for treatment. The District agrees to service, operate and maintain the sewer system located at the Public Safety Center pursuant to conditions specified in the Interlocal Sewer Maintenance Agreement.

Times Read: First

Impact on Budget: None

Recommendation: Approve

MOTION MADE BY:

_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

MOTION SECONDED BY:

_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

Vote:

_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

Aye

Nay

State of North Carolina
County of Hyde

Interlocal Sewer Maintenance Agreement

This Agreement made and entered into this _____ day of _____, 2012 by and between The Swan Quarter Sanitary District, a North Carolina Body Politic (hereinafter referred to as "the District") and the County of Hyde, a North Carolina Body Politic (hereinafter referred to as "the County");

Article 1 Authority

Without limitation, the District enters into this agreement under authority of and pursuant to N.C.G.S 130A-55. Without limitation, the County enters into this agreement under authority of and pursuant to N.C.G.S. Article 15 of Chapter 153A.

Article 2 Purpose of Agreement

The County owns and operates the Hyde County Public Safety facility ("facility") located at 1223 Main Street, Swan Quarter, North Carolina. The District exists to provide sewer service to the public by maintaining and operating the sewage collection system pursuant to permits issued by the North Carolina Department of Natural Resources, Division of Water Quality. The County holds the sewer permit for the Public Safety facility and is therefore responsible for servicing and maintaining all equipment associated with the facility. The District currently accepts wastewater from the facility for treatment and agrees to service, operate and maintain the sewer system located at the Hyde County Public Safety facility as specified herein.

Article 3 Equipment and Parts

As soon as practical after execution of this agreement, the County shall provide replacement parts in an amount needed by the District to maintain a reasonable inventory. If an initial part order needs to be placed to establish inventory, the County agrees to do so. Thereafter, the District shall order all parts and equipment including but not limited to pumps, hoses, switches, and tanks which shall be necessary for the proper maintenance and operation of the sewer system of the facility. Upon ordering said parts and equipment, the District shall submit an invoice to the County for reimbursement. All parts and equipment used at the facility shall be stored at the usual location for storage by the District, but may only be used for the maintenance, operation or repair of the facility sewer system.

Article 4
Compliance

The District shall comply with the County's sewer permit (permit number WQ0031669, a copy of which is attached hereto) in all respects when maintaining and operating the facility sewer system. It is the understanding of the parties that the Division of Water Quality has approved this agreement and assurances have been made to the Division that all permits will be abided by.

Article 5
Operation and Contracts for Services

The District operates and maintains the Swan Quarter sewer system by contracting for services with private entities. The County understands and agrees that the District will operate and maintain the facility's sewer system pursuant to the same contracts with private entities. Services provided which are outside the scope of the District's service contracts shall be paid by the County and invoiced by the District as they arise. Unless an emergency situation arises which requires immediate action, the District will inform the County and get consent prior to commencing work outside the scope of a service contract. The District will not charge the County for services which are covered by existing service contracts.

Article 5
County as Permittee

The County of Hyde is the permittee on the North Carolina Department of Environment and Natural Resources, Division of Water Quality permit. Therefore, the County is liable and responsible for satisfaction of all permit requirements regardless of service, maintenance or operation performed by the District.

Article 4
Amendment

This agreement may not be modified or amended except by subsequent written agreement authorized by the governing bodies of each party and signed by authorized representatives of both parties.

Article 5
Governing Law

This agreement shall be governed in accordance with the law of the state of North Carolina.

Article 6
Term

The term of this agreement is one (1) year, beginning on the _____ day of _____ and ending on the _____ day of _____. This agreement shall automatically renew for a periods of one (1) year unless terminated by either party by notice of termination given to the other party, 90 days before expiration of the current term.

IN WITNESS WHEREOF the parties hereto have executed this agreement, the same having been approved by their respective governing bodies of Hyde County and the Swan Quarter Sanitary District.

This the _____ day of _____, 2012.

The County of Hyde

By: _____

Attest:

Swan Quarter Sanitary District

By: _____

Chairman

Attest:

**"THIS DISBURSEMENT HAS BEEN APPROVED AS
REQUIRED BY THE LOCAL GOVERNMENT BUDGET
AND FISCAL CONTROL ACT"**
HYDE COUNTY FINANCE OFFICER
DATE _____ SIGNATURE _____

WHP0 M 5 2 07



Michael F. Easley, Governor

William G. Ross Jr., Secretary
North Carolina Department of Environment and Natural Resources

Alan W. Klimek, P.E., Director
Division of Water Quality

May 2, 2007

Carl Classen, County Manager
Hyde County
P.O. Box 21
Swan Quarter, NC 27885

Subject: Permit No. WQ0031669
Hyde County
Hyde County Public Safety Facility Sewer
Wastewater Collection System Extension
Hyde County

Dear Mr. Classen:

In accordance with your application received April 11, 2007, we are forwarding herewith Permit No. WQ0031669, dated May 2, 2007, to Hyde County for the construction and operation of the subject wastewater collection system extension. This permit shall be effective from the date of issuance until rescinded, and shall be subject to the conditions and limitations as specified therein. This cover letter shall be considered a part of this permit and is therefore incorporated therein by reference.

Please pay particular attention to Permit Condition 3, which requires that the wastewater collection facilities be properly operated and maintained in accordance with 15A NCAC 2T .0403 or any individual system-wide collection system permit issued to the Permittee.

Permitting of this project does not constitute an acceptance of any part of the project that does not meet 15A NCAC 2T ; the Division of Water Quality's (Division) Gravity Sewer Minimum Design Criteria adopted February 12, 1996 as applicable; and the Division's Minimum Design Criteria for the Fast-Track Permitting of Pump Stations and Force Mains adopted June 1, 2000 as applicable, unless specifically mentioned herein. Division approval is based on acceptance of the certification provided by a North Carolina-licensed Professional Engineer in the application. It shall be the Permittee's responsibility to ensure that the as-constructed project meets the appropriate design criteria and rules. Failure to comply may result in penalties in accordance with North Carolina General Statute §143-215.6A through §143-215.6C, construction of additional or replacement wastewater collection facilities, and/or referral of the North Carolina-licensed Professional Engineer to the licensing board.

In accordance with the provisions of Article 21 of Chapter 143, General Statutes of North Carolina as amended, and other applicable Laws, Rules, and Regulations, permission is hereby granted to Hyde County for the construction and operation of a 50-gallon per minute pump station with duplex pumps, on-site audible and visual high water alarms, and a permanent generator with automatic transfer switch; as well as approximately 725 linear feet of 3-inch force main to serve Jail Facility with 38 inmates and 20 employees, as part of the Hyde County Public Safety Facility Sewer project, and the discharge of 4,860 gallons per day of collected wastewater into the Swan Quarter Sanitary District's existing sewerage system, pursuant to the application received April 11, 2007, and in conformity with 15A NCAC 2T; the Division's Gravity Sewer Minimum Design Criteria adopted February 12, 1996 as applicable; the Division's Minimum Design Criteria for the Fast-Track Permitting of Pump Stations and Force Mains adopted June 1, 2000 as applicable; and other supporting data subsequently filed and approved by the Department of Environment and Natural Resources and considered a part of this permit.

The sewage and wastewater collected by this system shall be treated in the Swan Quarter Sanitary District Wastewater Treatment Facility (Non-Discharge Permit No. WQ0019665) prior to being land applied by spray irrigation.

This permit shall become voidable unless the agreement between Hyde County and Swan Quarter Sanitary District for the collection and final treatment of wastewater is in full force and effect.

A stormwater management plan shall be submitted to and approved by the Washington Regional Office in accordance with 15A NCAC 2H .1000.

If any parts, requirements, or limitations contained in this permit are unacceptable, you have the right to request an adjudicatory hearing upon written request within 30 days following receipt of this permit. This request must be in the form of a written petition, conforming to Chapter 150B of North Carolina General Statutes, and filed with the Office of Administrative Hearings, 6714 Mail Service Center, Raleigh, NC 27699-6714. Unless such demands are made, this permit shall be final and binding.

If you need additional information concerning this matter, please contact Samir Dumpor at (252) 948-3959 or via E-mail at samir.dumpor@ncmail.net.

Sincerely,

A handwritten signature in black ink, appearing to read "A. W. Klimmek", followed by a horizontal line.

For Alan W. Klimmek, P.E.

cc: Hyde County Health Department

Washington Regional Office, Surface Water Protection Section (Swan Quarter Sanitary District WWTP)

Thomas W. Harwell, PE, Carolina Benchmark

Swan Quarter Sanitary District (WWTF Permit Number WQ0019665)

Water Quality Central Files

PERCS (formerly NDPU) Files

NORTH CAROLINA
ENVIRONMENTAL MANAGEMENT COMMISSION
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
RALEIGH
WASTEWATER COLLECTION SYSTEM EXTENSION PERMIT

This permit shall be effective from the date of issuance until rescinded and shall be subject to the following specified conditions and limitations:

1. This permit shall become voidable unless the wastewater collection facilities are constructed in accordance with the conditions of this permit; 15A NCAC 2T; the Division of Water Quality's (Division) Gravity Sewer Minimum Design Criteria adopted February 12, 1996 as applicable; the Division's Minimum Design Criteria for the Fast-Track Permitting of Pump Stations and Force Mains adopted June 1, 2000 as applicable; and other supporting materials unless specifically mentioned herein.
2. This permit shall be effective only with respect to the nature and volume of wastes described in the application and other supporting data.
3. The wastewater collection facilities shall be properly maintained and operated at all times. The Permittee shall maintain compliance with an individual system-wide collection system permit for the operation and maintenance of these facilities as required by 15A NCAC 2T .0403. If an individual permit is not required, the following performance criteria shall be met as provided in 15A NCAC 2T .0403:
 - a. The sewer system shall be effectively maintained and operated at all times to prevent discharge to land or surface waters, and any contravention of the groundwater standards in 15A NCAC 2L .0200 or the surface water standards in 15A NCAC 2B .0200.
 - b. A map of the sewer system shall be developed and shall be actively maintained.
 - c. An operation and maintenance plan shall be developed and implemented.
 - d. Pump stations that are not connected to a telemetry system shall be inspected every day (i.e. 365 days per year). Pump stations that are connected to a telemetry system shall be inspected at least once per week.
 - e. High-priority sewer lines shall be inspected at least once per every six-month period of time.
 - f. A general observation of the entire sewer system shall be conducted at least once per year.
 - g. Inspection and maintenance records shall be maintained for a period of at least three years.
 - h. Overflows and bypasses shall be reported to the appropriate Division regional office in accordance with 15A NCAC 2B .0506(a), and public notice shall be provided as required by North Carolina General Statute §143-215.1C.
4. This permit shall not be transferable. In the event there is a desire for the wastewater collection facilities to change ownership, or there is a name change of the Permittee, a formal permit request shall be submitted to the Division accompanied by documentation from the parties involved, and other supporting materials as may be appropriate. The approval of this request shall be considered on its merits and may or may not be approved.

5. Construction of the gravity sewers, pump stations, and force mains shall be scheduled so as not to interrupt service by the existing utilities nor result in an overflow or bypass discharge of wastewater to the surface waters of the State.
6. Per 15A NCAC 2T.0116, upon completion of construction and prior to operation of these permitted facilities, the completed Engineering Certification form attached to this permit shall be submitted with the required supporting documents to the address provided on the form. A complete certification is one where the form is fully executed and the supporting documents are provided as applicable.
7. A copy of the construction record drawings shall be maintained on file by the Permittee for the life of the wastewater collection facilities.
8. Failure to abide by the conditions and limitations contained in this permit; 15A NCAC 2T; the Division's Gravity Sewer Design Criteria adopted February 12, 1996 as applicable; the Division's Minimum Design Criteria for the Fast-Track Permitting of Pump Station and Force Mains adopted June 1, 2000 as applicable; and other supporting materials may subject the Permittee to an enforcement action by the Division, in accordance with North Carolina General Statutes §143-215.6A through §143-215.6C.
9. In the event that the wastewater collection facilities fail to perform satisfactorily, including the creation of nuisance conditions, the Permittee shall take immediate corrective action, including those as may be required by this Division, such as the construction of additional or replacement facilities.
10. The issuance of this permit shall not exempt the Permittee from complying with any and all statutes, rules, regulations, or ordinances that may be imposed by other government agencies (local, state and federal) which have jurisdiction, including but not limited to applicable river buffer rules in 15A NCAC 2B .0200, erosion and sedimentation control requirements in 15A NCAC Ch. 4 and under the Division's General Permit NCG010000, and any requirements pertaining to wetlands under 15A NCAC 2B .0200 and 15A NCAC 2H .0500.

11. Noncompliance Notification:

The Permittee shall report by telephone to a water quality staff member at the Washington Regional Office, telephone number 252-946-6481, as soon as possible, but in no case more than 24 hours or on the next working day, following the occurrence or first knowledge of the occurrence of either of the following:


- a. Any process unit failure, due to known or unknown reasons, that renders the facility incapable of adequate wastewater transport, such as mechanical or electrical failures of pumps, line blockage or breakage, etc.; or
- b. Any failure of a pumping station or sewer line resulting in a by-pass directly to receiving waters without treatment of all or any portion of the influent to such station or facility.

Overflows and spills occurring outside normal business hours may also be reported to the Division of Emergency Management at telephone number (800) 858-0368 or (919) 733-3300. Voice mail messages or faxed information shall not be considered as the initial verbal report. Persons reporting any of the above occurrences shall file a spill report by completing and submitting Part I of Form CS-SSO (or the most current Division approved form) within five days following first knowledge of the occurrence. This report must outline the actions taken or proposed to be taken to ensure that the problem does not recur. Part II of Form CS-SSO (or the most current Division approved form) can also be completed to show that the SSO was beyond control.

12. Gravity sewers installed greater than ten percent below the minimum required slope per the Division's Gravity Sewer Minimum Design Criteria shall not be acceptable and shall not be certified until corrected. If there is an unforeseen obstacle in the field where all viable solutions have been examined, a slope variance can be requested from the Division with firm supporting documentation. This shall be done through a permit modification with fee. Such variance requests will be evaluated on a case-by-case basis. Resolution of such request shall be evident prior to completing and submitting the construction certification.

Permit issued this the 2nd day of May, 2007

NORTH CAROLINA ENVIRONMENTAL MANAGEMENT COMMISSION

A handwritten signature in black ink, appearing to read "A. Klimek", is written over a horizontal line.

For Alan W. Klimek, P.E., Director

Division of Water Quality

By Authority of the Environmental Management Commission

Permit Number WQ0031669

ENGINEER'S CERTIFICATION

Complete and submit this form to the permit issuing office (address below) with the following:

- One copy of the project record drawings (plan/profile views and detail drawings of sewer lines) of the wastewater collection system extension. Final record drawings should be clear on the plans. Record drawings should indicate the design and the marked up changes during construction.
- Supporting design calculations (selected pumps, system curve, operating point, available storage if portable generator(s) or storage greater than longest past three year outage reliability option selected) for any pump stations permitted as part of this project
- Changes to the project should be clearly identified on the record drawings or in written summary form. Permit modifications are required for any changes resulting in non-compliance with this permit, regulations or minimum design criteria. Modifications should be submitted prior to certification.

This project shall not be considered complete nor allowed to operate until this Engineer's Certification and all required supporting documentation have been received by the Division. **Therefore, it is highly recommended that this certification be sent in a manner that provides proof of receipt by the Division.**

ENGINEER'S CERTIFICATION

☐ Partial ☐ Final

I, _____, as a duly registered Professional Engineer in the State of North Carolina, having been authorized to observe (☐ periodically, ☐ weekly, ☐ full time) the construction of the Hyde County Public Safety Facility Sewer, Hyde County project, consisting of a 50-gallon per minute pump station with duplex pumps, on-site audible and visual high water alarms, and a permanent generator with automatic transfer switch; as well as approximately 725 linear feet of 3-inch force main, for the Permittee hereby state that, to the best of my abilities, due care and diligence was used in the observation of the construction such that the construction was observed to be built within substantial compliance of this permit; 15A NCAC 2T; the Division of Water Quality's (Division) Gravity Sewer Minimum Design Criteria adopted February 12, 1996 as applicable; the Division's Minimum Design Criteria for the Fast-Track Permitting of Pump Stations and Force Mains adopted June 1, 2000 as applicable; and other supporting materials.

North Carolina Professional Engineer's
seal, signature, and date:

**SEND THIS FORM & SUPPORTING DOCUMENTATION
WITH REQUIRED ATTACHMENTS TO THE FOLLOWING ADDRESS**

NORTH CAROLINA DIVISION OF WATER QUALITY
WASHINGTON REGIONAL OFFICE – SURFACE WATER PROTECTION SECTION
ATTN: REGIONAL SUPERVISOR
943 WASHINGTON SQUARE MALL
WASHINGTON, NC 27889

The Permittee is responsible for tracking all partial certifications up until a final certification is received. Any wastewater flow made tributary to the wastewater collection system extension prior to completion of this Engineer's Certification shall be considered a violation of the permit and shall subject the Permittee to appropriate enforcement actions.



Hyde County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 6 (b)

Date: 7.16.12

Title: CDBG - SBEA Contract for Training Services

Sponsor: Kris Noble **Title:** Grant Administrator

Agency/Dept.: Office of Economic Development and Planning

Description: Hyde County has been working to complete the requirements of the CDBG - Small Business and Entrepreneurial Assistance (SBEA) project. A portion of the project funds, \$5,000.00, have been designated by the NC Department of Commerce to provide Entrepreneurial Training to small businesses, both new and existing, in Hyde County. The attached contract represents an agreement between Hyde County and East Carolina Council to provide said training. The Office of Economic Development and Planning will work with the ECC to coordinate the program and as a liason to business owners during implementation.

Attachments: Yes. Contract for Training Services with attached CDBG Provisions and Schedule A.

Reading number: First

Impact on Budget: Does not increase the budget. Grant funded project.

RECOMMENDATION: Approve attached contract with provisions and schedule.

MOTION MADE BY:

_____ Byrd
_____ Spencer
_____ Styron
_____ Swindell
_____ Tunnell

MOTION SECONDED BY:

_____ Byrd
_____ Spencer
_____ Styron
_____ Swindell
_____ Tunnell

VOTE:

_____ Byrd
_____ Spencer
_____ Styron
_____ Swindell
_____ Tunnell

Aye

Nay

CONTRACT FOR TRAINING SERVICES

THIS AGREEMENT FOR CONSULTANT SERVICES is executed this _____ day of _____ 2012, by and between, the County of Hyde. (hereinafter the "COUNTY") whose mailing address is P.O. Box 188, Swan Quarter, NC 27885, and the Eastern Carolina Council (hereinafter the "CONSULTANT"), whose mailing address is Post Office Box 1717, New Bern, North Carolina 28563-1717 and whose tax identification number is 56-0904407;

WITNESSETH

For the mutual considerations noted hereinafter, the sufficiency of which is hereby acknowledged, the parties do hereby contract and agree as follows:

1. The CONSULTANT agrees to provide entrepreneurship training services to the COUNTY, and the COUNTY agrees to engage the services of the CONSULTANT.
2. The schedule, scope and content of the entrepreneurship training services will be agreed upon by the COUNTY and the CONSULTANT in advance and is included as attachment "A" to this contract.
3. In consideration for entrepreneurship training services, the COUNTY agrees to compensate the CONSULTANT \$5,000.00. The contract price includes all costs related to the contract, including fringe benefits, indirect costs, mileage, travel time, supplies, and other ECC staff involvement in the contract.
4. Included in the contract price are periodic updates and status reports to the COUNTY.
5. The COUNTY and the CONSULTANT agree that if the CONSULTANT incurs costs not covered by this contract, payment by the COUNTY will be made only if the expenses were agreed upon by both parties in advance and in writing.
6. The CONSULTANT shall invoice the COUNTY in two equal installments of \$2,500.00, the first at the midpoint of the project and the second at the end of the contract. Payment of each installment shall be due within thirty (30) days of the invoice.
7. It is understood and agreed that in providing entrepreneurship training services, the CONSULTANT shall be an independent contractor and not an employee of the COUNTY.
8. The CONSULTANT, Larry Moolenaar, ECC Executive Director, shall serve as the primary consultant with other ECC staff members as support.

9. Upon written notice the COUNTY or CONSULTANT may terminate this contract with thirty (30) days written notice.
10. This Agreement has been drafted and shall be interpreted under the laws of the State of North Carolina and in the event any provision is found to be unenforceable or unconstitutional, all other provisions shall remain in effect.
11. This Agreement contains the entire agreement between the COUNTY and the CONSULTANT and may be amended only in writing and signed by both parties.

IN TESTIMONY WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

For the County of Hyde:

Date:

Witness:

For the Eastern Carolina Council

Date:

Witness:

Attachment to Contract for Training Services

CDBG Contract Provisions

During the performance of this Contract, the Consultant and the Owner, for themselves, their assignees and successors in interest, agree as follows:

- 1) Solicitation for Subcontracts, including Procurement of Material and Equipment: In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, the Consultant shall notify each potential subcontractor or supplier of the Consultant's obligations under this Contract and the State and Federal regulations included herein; when such Federal regulations are applicable.
- 2) Interest of Members, Officers, or Employees of the Owner: No member, officer, or employee of the Owner, or its agents, no member of the Owner's governing body, and no other public official of the Owner who exercises any functions or responsibilities with respect to the community development program during his tenure or for one year thereafter, shall have any financial interest, direct or indirect, in this Contract or any subcontracts thereof, or the proceeds thereof, for work to be performed in connection with this Contract. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in this Contract. However, violation of this paragraph shall not be a default or breach of the Owner.
- 3) Non-Discrimination and Affirmative Action Clauses: During the performance of this Contract, the Consultant and the Owner agree to abide by the regulations set forth in the following four clauses:

- a) Non-discrimination Clause

It is specifically agreed as part of the consideration of the signing of this Contract that the parties hereto, their agents, officials, employees, or servants will not discriminate in any manner on the basis of race, color, creed, sex or national origin or other legally protected status with reference to the subject matter of this Contract, no matter how remote. This provision shall be enforced by action for specific performance, injunctive relief, or other remedy provided by law; and this provision shall be construed to such manner as to prevent and eradicate all discrimination based on race, color, creed, sex or national origin.

- b) Executive Order 11246 Clause

- i. The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection

for training, including apprenticeships. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.

- ii. The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- iii. The Consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Engineers' commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- iv. The Consultant will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- v. The Consultant will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- vi. In the event of the Consultant's non-compliance with the non-discrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be canceled, terminated or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as otherwise provided by law.
- vii. The Consultant will include the provisions of Paragraphs (i) through (vi) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance. Provided, however, that in the event the Consultant becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of

such direction by the contracting agency, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

c) Section 3 Affirmative Action Clause

- i. The work to be performed under this Contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in, the area of the project.
- ii. The parties to this Contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this Contract. The parties to this Contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- iii. The Consultant will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other Contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- iv. The Consultant will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR 135. The Consultant will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- v. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the Contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those

sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR 135.

d) **Non-Discrimination Clause Concerning Handicap and Age**

The Consultant will not discriminate on the basis of age under the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. 6101 et seq.), or with respect to any otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), or as otherwise prohibited by state or federal law.

4) **Termination and Legal Remedies:** The Consultant and Owner mutually agree as follows:

- a) The Consultant may terminate this Agreement immediately in the event Owner fails to make payment of any amount due to the Consultant within sixty (60) days of its due date.
- b) Either party may terminate this Agreement in the event the other party materially breaches this Agreement or fails to perform in any material respect its obligations hereunder; provided that if a party believes that the other party has materially defaulted under or breached this Agreement (other than a breach of a payment obligation) and desires to terminate this Agreement because of such breach or default, such party (A"Aggrieved Party") shall give written notice of such intent to the breaching party (A"Defaulting Party") and shall grant the Defaulting Party thirty (30) days in which to remedy the cause for termination. During such period, the parties shall make a good-faith effort to assist each other to remedy the breach. If the breach is not remedied or waived by the end of such period, then the Aggrieved Party may terminate this Agreement, effective as of the last day of such period.
- c) This Agreement may be terminated by one party, if the other party (i) shall be or become insolvent, or admit in writing its inability to pay its debts as they mature, or make an assignment for the benefit of creditors; (ii) apply for or consent to the appointment of any receiver, trustee or similar officer for it or for all or any substantial part of its property; or such receiver, trustee or similar officer shall be appointed without the application or consent of the other party and such appointment shall not be dismissed within thirty (30) days of the date of such appointment; (iii) shall institute any bankruptcy, insolvency, reorganization, arrangement, readjustment of debt, dissolution, liquidation or similar proceeding related to it under the laws of any jurisdiction; or, any such proceeding shall be instituted (by petition, application or otherwise) against the other party and the same shall not be dismissed within thirty (30) days of the date of its institution; or (iv) shall liquidate, dissolve, terminate or suspend its business operations.
- d) Either party may voluntarily terminate this Agreement by giving the other party at least sixty (60) days advanced written notice of such termination.
- e) Upon receipt of a notice of termination from Owner, (i) the consultant shall promptly discontinue all services (unless the notice directs otherwise) and deliver

or otherwise make available to the Owner all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Consultant in performing this Agreement, whether completed or in process, and (ii) Owner shall pay Consultant all fees and expenses due for services rendered through the date of termination, and reimburse the Consultant for all costs and expenses relating to commitments made by the Consultant prior to receipt of notice of termination.

- 5) Project Documents: The Owner, the Federal and State Grantor Agencies, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, plans, papers, and records of the Consultant which are directly pertinent to this Contract, for the purpose of making audit, examination, excerpts, and transcriptions. All project documents required for monitoring and review by the State Grantor Agency shall be filed and maintained at the administrative offices of the Owner.

The Consultant shall maintain the records outlined above for five years after the Owner has received a Certificate of Completion from the State Grantor Agency. All documents including drawings and specifications prepared by Consultant pursuant to this Contract are instruments of service in respect of the Contract. Any reuse without written verifications or adaptation by Consultant for the specific purpose intended will be at Owner's sole risk and without liability or legal exposure to Consultant; and Owner shall indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorney's fees arising out of or resulting from any third party claim relating thereto. Any such verification or adaptation will entitle Consultant to further compensation at rates to be agreed upon by Owner and Consultant.

- 6) Asbestos and Lead in Deteriorated Dwellings: For any rehabilitation or demolition work involving or related to the removal or encapsulation of lead-based paint and/or asbestos, it is agreed that the Owner shall indemnify and hold harmless the Consultant and his agents and employees from and against all claims, damages, losses and expenses, direct or indirect, or consequential damages, including but not limited to fees and charges of attorneys and court and arbitration costs, arising out of or resulting from the performance of the work by the Consultant, or claims against the Consultant arising from the work of others, related to lead-based paint and/or asbestos activities.

- 7) Lobbying Clauses - Required by Section 1352, Title 31, U. S. Code

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person by the undersigned for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection

with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

- 8) Key Personnel: The Consultant shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Owner and the grantor agency, the North Carolina Department of Commerce, Division of Community Assistance. Individuals designated as key personnel for purposes of this Contract are those specified in the Consultant's proposal.
- 9) Subcontracting: Work proposed to be performed under this Contract by the Engineer or its employees shall not be subcontracted without prior written approval by the Owner and the grantor agency, the North Carolina Department of Commerce, Division of Community Assistance. Acceptance of an offeror's proposal shall include any subcontractor(s) specified therein.
- 10) Sanctions for Noncompliance: In the event of Consultant's non-compliance with the special provisions of this Contract, the Owner shall impose such contract sanctions as it or the State of North Carolina or the Department of Housing and Urban Development may determine to be appropriate, including, but not limited to:
 - a) Withholding of payment(s) to the Consultant under the Contract until the Consultant complies, and/or
 - b) Cancellation, termination or suspension of the Contract, in whole or in part.

The Owner and the Consultant each binds himself, his partners, successors, executors, administrators and assigns to the other party to the agreements, and to the partners, successors, executors, administrators, and assigns of each other party in respect to all covenants of the Contract.

SCHEDULE A

Meeting logistics:

- The Consultant will be responsible for all program content, and materials.
- Hyde County will identify and invite participants to Session One. Hyde County and the Consultant will coordinate meeting notices and participant lists for Sessions Two and Three
- Hyde County will provide the meeting space for the three sessions.

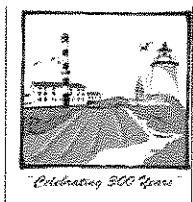
Meeting dates and content:

Session One (July 24, 2012) - Kick-off meeting of project team and local entrepreneurs to brainstorm ideas for creating an entrepreneurial environment in Hyde County

- Identify Participants (project team, local entrepreneurs, and local leaders)
- Conduct a SWOT exercise to set the stage for establishing goals and objectives
- Identify needs of entrepreneurs
- Set goals and objectives for successfully creating an entrepreneurial environment

Session Two (August 21, 2012) - Training of project team, local entrepreneurs, and community leaders to learn about methods and tools for creating an entrepreneurial environment

Session Three (September 18, 2012) - Using the information developed in the first two sessions, develop a plan of action for the project team to implement



Hyde County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 6(c)

Date: 7.16.12

Title: CDBG-NC Tomorrow Grant - Approval of Program Policies

Sponsor: Kris Noble **Title:** Grant Administrator

Agency/Dept.: Office of Economic Development and Planning

Description: Hyde County accepted a Grant Agreement and Funding Approval for the CDBG-NC Tomorrow project on 4.02.12 and accepted a Technical Service and Grant Administration Contract with the East Carolina Council on 6.04.12. In order to proceed with the project, the Hyde County Board of Commissioners is required to approve a Project Budget Ordinance and policies related to procurement and equal opportunity.

Attachments: Yes. Blanket Resolution approving Project Budget Ordinance and policies related to procurement and equal opportunity.

Reading number: First

Impact on Budget: Does not increase the budget. Grant funded project.

RECOMMENDATION: Approve attached blanket resolution approving budget ordinance and policies.

MOTION MADE BY:

_____ Byrd
 _____ Spencer
 _____ Styron
 _____ Swindell
 _____ Tunnell

MOTION SECONDED BY:

_____ Byrd
 _____ Spencer
 _____ Styron
 _____ Swindell
 _____ Tunnell

VOTE:

_____ Byrd
 _____ Spencer
 _____ Styron
 _____ Swindell
 _____ Tunnell

Aye

Nay

HYDE COUNTY CDBG NC TOMORROW PROJECT
Resolution Approving Administrative Guidelines and Policies

WHEREAS, Hyde County wishes to carry out its CDBG NC Tomorrow Project in accordance with established local, state and federal administrative guidelines.

NOW, THEREFORE, the Hyde County Board of Commissioners hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of the Hyde County CDBG NC Tomorrow Project:

1. Project Budget Ordinance
2. Financial Management Resolution
3. Section 3 Plan, Local Economic Benefit for Low and Very Low Income Persons Plan
4. Equal Employment and Procurement Plan/Policy
5. Contract Amendment including Section 3 Compliance Provisions in original contract between the East Carolina Council and the County of Hyde

Adopted this 16th day of July, 2012,

Sharon P. Spencer, Chair
Hyde County Board of Commissioners

ATTEST:

Lois Stotesberry, Deputy Clerk to the Board

**HYDE COUNTY 2011 CDBG NC TOMORROW GRANT
PROJECT BUDGET ORDINANCE**

**AN ORDINANCE ESTABLISHING A PROJECT BUDGET FOR HYDE COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT
2011 NC TOMORROW GRANT PROJECT – CDBG NO. 11-C-2275**

WHEREAS, Hyde County is participating in the Community Development Block Grant Program under the Housing Act of 1974, as amended, administered by the North Carolina Department of Commerce; and

WHEREAS, Hyde County has been allocated a CDBG 2011 NC Tomorrow CDBG Grant in the amount of \$50,000 under Title I of the Housing and Community Development Act of 1974 for improvements to perform Economic Development Planning Activities ; and

WHEREAS, Hyde County now desires to establish a project budget to account for the disposition of these funds:

NOW, THEREFORE, BE IT ORDAINED BY THE HYDE COUNTY BOARD OF COMMISSIONERS, PURSUANT TO SECTION 13.2 OF CHAPTER 159 OF THE GENERAL STATUTES OF NORTH CAROLINA, THE FOLLOWING GRANT PROJECT BUDGET ORDINANCE IS HEREBY ADOPTED:

Section 1. A project budget shall be established for the CDBG 2011 NC Tomorrow Grant Project #11-C-2275.

Section 2. Revenues for this project shall be:

<u>Total Revenue CDBG 2011 NC Tomorrow</u>	\$50,000.00
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<u>Section 3.</u> Projected expenditures for this project shall be:	
Planning	\$45,000.00
Administration	\$5,000.00
TOTAL	\$50,000.00

<u>TOTAL GRANT EXPENDITURES</u>	\$50,000.00
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Section 4. This Ordinance shall remain in effect until the completion of the CDBG 2011 NC Tomorrow # 11-C-2275 Grant Project.

Section 5. The Grant Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the North Carolina Department of Commerce required by the grant agreements(s) and federal and state regulations.

Section 6. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the North Carolina Department of Commerce in an orderly and timely manner.

Section 7. The Grant Finance Officer is directed to report quarterly on the financial status of each project element in Section 3 and on the total grant revenues received or claimed.

Section 8. Copies of this grant project ordinance shall be made available to the Grant Finance Officer for direction in carrying out this project.

Adopted this the 16th day of July, 2012.

Sharon P. Spencer, Chairman

ATTEST:

County Clerk to the Board

HYDE COUNTY CDBG NC TOMORROW PROJECT
Financial Management Resolution

WHEREAS, Hyde County has received a CDBG – NC Tomorrow Grant in the amount of \$50,000,

NOW, THEREFORE, the Hyde County Board of Commissioners resolves the following:

- (1) Corrinne Gibbs, Finance Director, will serve as Grant Finance Officer, and will be responsible for financial management of the program according to the requirements of the North Carolina Administrative Code and North Carolina General Statute requirements.
- (2) East Carolina Bank, in Swan Quarter, NC is hereby designated as the official depository for revenues budgeted for the PDM Program.

Adopted this 16th day of July, 2012,

Sharon P. Spencer, Chair
Hyde County Board of Commissioners

ATTEST:

Lois Stotesberry, Deputy Clerk to the Board

HYDE COUNTY
JUNE 2012 THROUGH AUGUST 2013

LOCAL ECONOMIC BENEFIT FOR
LOW AND VERY LOW INCOME PERSONS PLAN

To insure that to the greatest extent possible contracts for work are awarded to business concerns located in or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, Hyde County (hereinafter called the county) has developed and hereby adopts the following Section 3 Plan:

1. This Section 3 Plan shall apply to services needed in connection with the NC Tomorrow grant including, but not limited to, businesses in the fields of planning, consulting, design, etc.
2. The Section 3 project area for the purpose of the NC Tomorrow grant program shall include all of Hyde County.
3. When in need of a service, the county will identify suppliers, contractors, or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Commerce, local directories and the Small Business Administration local offices. Word of mouth recommendations shall also be used as a source. Where deemed necessary, listings from any agency noted above shall be distributed to prime contractors as potential sources of subcontractors and suppliers.
4. The county will include required Section 3 clauses in all contracts executed under this NC Tomorrow Program. Where deemed necessary, listings from any agency noted in No. 3 above shall be included as well as sources of subcontracts and suppliers.
5. All jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; all contracts will be listed with the North Carolina Historically Underutilized Business (HUB) office; potential employees and businesses may seek development and training assistance through various state and local agencies.
6. Early in the project, prior to any contracting, major purchases or hiring, the county will develop a listing of jobs, supplies and contracts likely to be utilized during the project. The county will advertise in a local newspaper. This advertisement will be placed prominently in the newspaper as a display ad and contain the following information:
 - a. A brief description of the project.
 - b. A listing of jobs, contracts, and supplies likely to be utilized in carrying out the project.

- c. An acknowledgment that under Section 3 of the Housing and Community Development Act, local persons and businesses will be utilized for jobs, contracts, and supplies in carrying out the CDBG project to the greatest extent feasible.

Adopted this _____ day of _____, 2012.

Chairman, Hyde County Board of Commissioners

ATTEST:

Clerk to the Board

HYDE COUNTY
JUNE 2012 THROUGH AUGUST 2013

EQUAL EMPLOYMENT AND PROCUREMENT POLICY

A. GENERAL EQUAL EMPLOYMENT AND PROCUREMENT POLICY

Hyde County maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the county prohibits any retaliatory action of any kind taken by any employee of the county against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The county shall strive for greater utilization of all persons by identifying previously underutilized groups in the work force, such as minorities, women, and the handicapped, and by making special efforts toward their recruitment, selection, development, upward mobility, and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the County Manager and/or other persons designated by the Hyde County Board of Commissioners to assist in the implementation of this policy statement.

The county shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of equal employment opportunity and affirmative action will be presented to the Hyde County Board of Commissioners by the County Manager.

The county is committed to this policy and is aware that with its implementation the county will receive positive benefits through the greater utilization and development of all its human resources.

B. PROCUREMENT POLICY FOR FEDERAL GRANT PROGRAMS

All procurement of goods and services by Hyde County with CDBG grant funds shall be accomplished in accordance with the regulations of either Section 85.36 of 24CFR85, "Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments," or the North Carolina General Statutes applying to procurement in general by North Carolina municipalities/ counties.

When the federal and state regulations are different, the more restrictive regulations shall apply to the procurement in question. Additionally, the county will adhere to the following guidelines during procurement of goods and services with federal funds:

1. In all cases where goods or services are procured on the basis of one bid or proposal received, the county will follow established principles included in OMB Circular A-87

to verify the reasonable cost of the procurement, and shall contact the state agency supervising the grant program before making any contract award on the basis of non-competitive negotiation.

2. Historically underutilized businesses, including women-owned, and minority-owned enterprises shall be included on bidders' or professional services' lists maintained by the county, and such firm(s) shall be solicited for all competitive negotiations, small purchases, and informal and formal bids when such firms are potential competitive sources for goods and services.
3. The county shall develop a written statement of work for each service to be awarded on the basis of competitive negotiation, which shall include descriptions of tasks to be completed, project timetables, and an outline of fee proposal requirements. The statement of work shall also include a written selection procedure. All competitive negotiations shall be awarded strictly on the basis of written selection procedures, and cost shall not be the sole or more important factor in selection of services through the use of competitive negotiation.
4. Prior to any contract award, the county shall verify the contractor's eligibility to participate in a federally-assisted program.
5. No consultant or bidder shall assist in evaluation of proposals or bid packages for contracts in which that consultant or bidder has an indirect or direct interest. The county shall adhere to all applicable federal and state conflict of interest regulations in making contract awards.
6. The county shall request references, or check references, of contractors or firms who are awarded contracts with federal grant funds, and will request a written warranty for all goods and services provided through small purchase requests.
7. The county shall not award any contracts for federally-assisted projects on a contingency or cost plus percentage of cost basis.

Adopted this ____ day of _____, 2012.

Chairman, Hyde County Board of Commissioners

ATTEST:

Clerk to the Board

Contract Amendment CDBG #11-C-2275

CDBG NC Tomorrow Program

EASTERN CAROLINA COUNCIL
Technical Service and Grant Administration Contract

The attached "Section 3" Compliance in the Provision of Training, Employment, and Business Opportunities Provision is added to the CDBG NC Tomorrow Program Contract between Hyde County and the Eastern Carolina Council.

Hyde County

Eastern Carolina Council

By: _____

By: _____

Title: _____

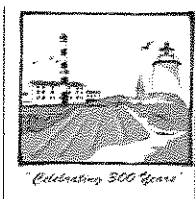
Title: _____

Attest: _____

Attest: _____

"Section 3" Compliance in the Provision of Training, Employment, and Business Opportunities

- a. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S. C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project areas and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
- b. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places, available to employees and applicants for employment and training.
- d. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors or assigns to those sanctions specified by the grant or loan agreement of contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.



Hyde County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 7

Date: 7.16.12

Title: Pre-Disaster Mitigation Grant -- Approval of Program Policies and Designated Agent

Sponsor: Chris Hilbert **Title:** Program Administrator -- HCP, Inc.

Agency/Dept.: Holland Consulting Planners, Inc.

Description: Hyde County accepted a Grant Agreement for its FY11 Pre-Disaster Mitigation project on 6./18/12. In order to proceed with the project, the board is required to approve a budget ordinance, policies related to procurement and equal opportunity, and to designate an Agent to act as the local authority for the project. The County Manager will act as the Designated Agent for the project.

Attachments: Yes (Blanket Resolution approving Budget Ordinance, Policies, and Designated Agent).

Reading number: First

Impact on Budget: None. Special Project with funds covered by Federal funds and participating homeowners.

Recommendation Approve attached blanket resolution approving budget ordinance, policies, and Designated Agent for the FY11 PDM Elevation Project.

MOTION MADE BY:

_____ Byrd
_____ Spencer
_____ Styron
_____ Swindell
_____ Tunnell

MOTION SECONDED BY:

_____ Byrd
_____ Spencer
_____ Styron
_____ Swindell
_____ Tunnell

VOTE:

Byrd
Spencer
Styron
Swindell
Tunnell

Aye

Nay

HYDE COUNTY FY2011 PRE-DISASTER MITIGATION (PDM) PROGRAM
Resolution Approving Administrative Guidelines and Policies

WHEREAS, Hyde County wishes to carry out its Pre-Disaster Mitigation (PDM) Program in accordance with established state and federal administrative guidelines.

NOW, THEREFORE, the Hyde County Board of Commissioners hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of the Hyde County Pre-Disaster Mitigation (PDM) Program:

1. Project Budget Ordinance
2. Financial Management Resolution
3. Elevation Contract Award Policy
4. Local Economic Benefit for LMI Persons (Section 3) Plan
5. Equal Employment and Procurement Policy
6. Temporary Relocation Policy
7. Designation of Project Agent

Adopted this 2nd day of July, 2012,

Sharon P. Spencer, Chair
Hyde County Board of Commissioners

ATTEST:

Lois Stotesberry, Deputy Clerk to the Board

HYDE COUNTY FY2011 PRE-DISASTER MITIGATION (PDM) PROGRAM
Project Budget Ordinance

Be it ordained by the Hyde County Board of Commissioners, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the Hyde County FY2011 Pre-Disaster Mitigation (PDM) Program described in the work statement contained in the grant agreement (#PDMC-PJ-04-NC-2011-001) between Hyde County and the North Carolina Division of Emergency Management. This project is more familiarly known as the Hyde County FY2011 PDM Project.

Section 2. Hyde County staff is hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the North Carolina Division of Emergency Management, and the budget contained herein.

Section 3. The following revenues and resources are anticipated to be available to complete the project activities:

<u>C-1: FY2011 PDM Program</u>	PDM Grant	\$411,282.75
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Section 4. The following amounts are appropriated for the project activities:

<u>C-1: FY2011 PDM Program</u>	Project Budget	\$411,282.75
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Section 5. The Grant Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the North Carolina Division of Emergency Management required by the grant agreement(s) and federal and state regulations.

Section 6. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the North Carolina Division of Emergency Management in an orderly and timely manner.

Section 7. The Grant Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Grant Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this council.

Section 9. Copies of this grant project ordinance shall be made available to the Grant Finance Officer for direction in carrying out this project.

Adopted this 2nd day of July, 2012,

Sharon P. Spencer, Chair
Hyde County Board of Commissioners

ATTEST:

Lois Stotesberry, Deputy Clerk to the Board

HYDE COUNTY PRE-DISASTER MITIGATION (PDM) PROGRAM
Financial Management Resolution

WHEREAS, Hyde County has received a Pre-Disaster Mitigation (PDM) Program Grant in the amount of \$411,282.75, and has committed other revenues to the program; and

WHEREAS, the North Carolina Administrative Code regulations require that the county designate a Grant Finance Officer and a depository for PDM Program grant funds;

NOW, THEREFORE, Hyde County hereby resolves the following:

- (1) Corrinne Gibbs, Finance Director, will serve as Grant Finance Officer, and will be responsible for financial management of the program according to the requirements of the North Carolina Administrative Code and North Carolina General Statute requirements.
- (2) East Carolina Bank, in Swan Quarter, NC, is hereby designated as the official depository for revenues budgeted for the PDM Program.

Adopted this 2nd day of July, 2012,

Sharon P. Spencer, Chair
Hyde County Board of Commissioners

ATTEST:

Lois Stotesberry, Deputy Clerk to the Board

HYDE COUNTY PRE-DISASTER MITIGATION (PDM) PROGRAM
Elevation Contract Award Policy

During the performance of housing elevation activities included in the Hyde County FY2011 Pre-Disaster Mitigation (PDM) Program, the county will utilize the following guidelines in the award of contracts to contractors who bid on the elevation of specific dwelling units:

- 1) The county shall reserve the right to reject bids and rescind contract awards if one of the following conditions has not been met:
 - a. The contractor must have turned in all required forms, credit report, references, etc., with his bid;
 - b. The contractor must have references and a past working record acceptable to the PDM Administrator prior to the PDM Administrator's recommendation of award to the Hyde County Board of Commissioners;
 - c. The contractor must have demonstrated the ability to meet the performance criteria established in the Instructions to Bidders and the elevation contract.
 - d. The contractor must have demonstrated the ability to meet standards of workmanship outlined in the construction specifications as witnessed by the PDM Administrator.
- 2) Assessment of conditions 1(c) and 1(d) above shall be based on the PDM Administrator's review of contractor references and work performed in other locations, if the contractor has not performed recent elevation work for Hyde County.
- 3) If construction estimates are prepared, no contract award shall be made if the contract price is less than 85% or more than 115% of the PDM Administrator's final estimate. The PDM Administrator will document negotiation of bids and/or estimates before contract awards are made.
- 4) In a case where an individual contractor is performing adequately, but he is the low bidder on more houses than he can complete within 120 days following the bid opening, (based on past performance), the county shall reserve the right to reject bids for those surplus houses, and award those houses to the next lowest bidders meeting the guidelines outlined herein, in the interest of efficient completion of elevation activities. The county also reserves the right to reject bids and award contracts to alternate bidders in the interest of maintaining an efficient work schedule consistent with performance standards mandated by the funding agency.
- 5) The county reserves the right to rescind contract awards made prior to contract execution if circumstances beyond the control of the county, including directives by the funding agency or homeowner's non-participation, prohibit the county's participation in the contract as Owner's Representative.
- 6) Any action, either restrictive or affirmative, taken under these guidelines, shall be in the interest of an efficiently-managed PDM program, and will be without self-interest on the part of any member of the Hyde County Board of Commissioners or county staff; and furthermore, shall be without regard to race, creed, sex, color, or national origin.

- 7) The Hyde County Manager has demonstrated the ability to coordinate grant program activities with this Board. The Hyde County Board of Commissioners also realizes the importance of prompt action in the interest of maintaining satisfactory work progress. Therefore, the Hyde County Manager is hereby authorized to approve and execute all elevation change orders less than 15% of current contract value.

Adopted this 2nd day of July, 2012,

Sharon P. Spencer, Chair
Hyde County Board of Commissioners

ATTEST:

Lois Stotesberry, Deputy Clerk to the Board

HYDE COUNTY PRE-DISASTER MITIGATION (PDM) PROGRAM
Local Economic Benefit for Low and Very Low Income Persons Plan

To insure that to the greatest extent possible contracts for work are awarded to business concerns located in or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, Hyde County (hereinafter called "the county") has developed and hereby adopts the following Section 3 Plan:

1. This Section 3 Plan shall apply to services needed in connection with the Pre-Disaster Mitigation (PDM) Program grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance & repair, etc.
2. The Section 3 project area for the purpose of the PDM Program grant shall include all of Hyde County, Beaufort County, and Tyrrell County.
3. When in need of a service, the county will identify suppliers, contractors, or subcontractors located in the Section 3 area. Resources for this identification shall include the North Carolina Historically Underutilized Business Office (HUB), local directories, and the Small Business Administration local offices. Word of mouth recommendations shall also be used as a source. Where deemed necessary, listings from any agency noted above shall be distributed to prime contractors as potential sources of subcontractors and suppliers.
4. The county will include required Section 3 clauses in all contracts executed under this PDM Program. Where deemed necessary, listings from any agency noted in Item 3, above, shall be included as well as sources of subcontracts and suppliers.
5. Each elevation contractor shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.
6. All jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; all contracts will be listed with the North Carolina Historically Underutilized Business (HUB) office; potential employees and businesses may seek development and training assistance through various state and local agencies.

Adopted this 2nd day of July, 2012,

Sharon P. Spencer, Chair
Hyde County Board of Commissioners

ATTEST:

Lois Stotesberry, Deputy Clerk to the Board

HYDE COUNTY PRE-DISASTER MITIGATION (PDM) PROGRAM
Equal Employment and Procurement Policy

A. GENERAL EQUAL EMPLOYMENT AND PROCUREMENT POLICY

Hyde County maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy, the county prohibits any retaliatory action of any kind taken by any employee of the county against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The county shall strive for greater utilization of all persons by identifying previously underutilized groups in the work force, such as minorities, women, and the handicapped, and by making special efforts toward their recruitment, selection, development, upward mobility, and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the County Manager and/or other persons designated by the Hyde County Board of Commissioners to assist in the implementation of this policy statement.

The county shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Periodic reports as requested on the progress of equal employment opportunity and affirmative action will be presented to the Hyde County Board of Commissioners by the County Manager.

The county is committed to this policy and is aware that with its implementation the county will receive positive benefits through the greater utilization and development of all its human resources.

B. PROCUREMENT POLICY FOR FEDERAL GRANT PROGRAMS

All procurement of goods and services by Hyde County with PDM grant funds shall be accomplished in accordance with the regulations of 44CFR13.36 or the North Carolina General Statutes applying to procurement in general by North Carolina municipalities/ counties.

When the federal and state regulations are different, the more restrictive regulations shall apply to the procurement in question. Additionally, the county will adhere to the following guidelines during procurement of goods and services with federal funds:

1. In all cases where goods or services are procured on the basis of one bid or proposal received, the county will follow established principles included in OMB Circular A-87 to verify the reasonable cost of the procurement, and shall contact the state agency supervising the grant program before making any contract award on the basis of non-competitive negotiation.

2. Historically underutilized businesses, including women- and minority-owned enterprises shall be included on bidders' or professional services' lists maintained by the county, and such firm(s) shall be solicited for all competitive negotiations, small purchases, and informal and formal bids when such firms are potential competitive sources for goods and services.
3. The county shall develop a written statement of work for each service to be awarded on the basis of competitive negotiation, which shall include descriptions of tasks to be completed, project timetables, and an outline of fee proposal requirements. The statement of work shall also include a written selection procedure. All competitive negotiations shall be awarded strictly on the basis of written selection procedures, and cost shall not be the sole or more important factor in selection of services through the use of competitive negotiation.
4. Prior to any contract award, the county shall verify the contractor's eligibility to participate in a federally-assisted program.
5. No consultant or bidder shall assist in evaluation of proposals or bid packages for contracts in which that consultant or bidder has an indirect or direct interest. The county shall adhere to all applicable federal and state conflict of interest regulations in making contract awards.
6. The county shall request references, or check references, of contractors or firms who are awarded contracts with federal grant funds, and will request a written warranty for all goods and services provided through small purchase requests.
7. The county shall not award any contracts for federally-assisted projects on a contingency or cost plus percentage of cost basis.

Adopted this 2nd day of July, 2012,

Sharon P. Spencer, Chair
Hyde County Board of Commissioners

ATTEST:

Lois Stotesberry, Deputy Clerk to the Board

HYDE COUNTY FY2011 PRE-DISASTER MITIGATION PROGRAM
Designation of Applicant's Agent

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF HYDE COUNTY
(Governing Body) *(Public Entity)*

THAT Hyde County, a public entity established under the laws of the State of North Carolina, hereby authorizes its agent to provide to the State and to the Federal Emergency Management Agency (FEMA) for all matters pertaining to such Federal disaster assistance the assurance and agreements printed on the reverse side hereof.

Passed and approved this 2nd day of July, 2012.

Sharon Spencer, Chair
Hyde County Board of Commissioners

CERTIFICATION

I, Lois Stotesberry, duly appointed Deputy Clerk to the Board of Commissioners of Hyde County, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Board of Commissioners of Hyde County, on the 2nd day of July, 2012.

Deputy Clerk to the Board
(Official Position)

(Signature)

July 2, 2012
(Date)

RESOLUTION
DESIGNATION OF APPLICANT'S AGENT
North Carolina Division of Emergency Management

Organization Name (hereafter named Organization): Hyde County	Disaster Number: 2011 Pre-Disaster Mitigation Program
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate): North Carolina Department of Crime Control and Public Safety	
Applicant's Fiscal Year (FY) Start	Month: July Day: 1
Applicant's Federal Employer's Identification Number: 56-60000-308	
Applicant's Federal Information Processing Standards (FIPS) Number:	

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Mazie S. Smith	Agent's Name Corrinne Gibbs
Organization Hyde County Government	Organization Hyde County Government
Official Position County Manager	Official Position Finance Officer
Mailing Address PO Box 188	Mailing Address PO Box 188
City, State, Zip Swan Quarter, NC 27885	City, State, Zip Swan Quarter, NC 27885
Daytime Telephone (252) 926-4178	Daytime Telephone (252) 926-4193
Facsimile Number (252) 926-3701	Facsimile Number (252) 926-3701
Pager or Cellular Number na	Pager or Cellular Number na

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally.

PASSED AND APPROVED this _____ day of _____, 20____

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title Hyde County Board of Commissioners	Name Lois Stotesberry
Name and Title	Official Position Deputy Clerk to the Board of Commissioners
Name and Title Chairman, Hyde County Board of Commissioners	Daytime Telephone (252) 926-3701

CERTIFICATION

I, Lois Stotesberry (Name) duly appointed and Deputy Clerk (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of Hyde County (Organization) on the 2nd day of July 2012.

Date: _____

Signature: _____

APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including, but not limited to the following authorities: OMB Circulars Nos. A-87, A-95, A-102 and A-110, where applicable, and Part 13 of Title 44 of the Code of Federal Regulations (C.F.R.), as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurance contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grant or agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally-assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 205, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishment of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, P.L. 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assurance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.



Hyde County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 8

Date: 7.16.12

Title: Pre-Disaster Mitigation Grant -- Award of Professional Services

Sponsor: Chris Hilbert **Title:** Program Administrator -- HCP, Inc.

Agency/Dept.: Holland Consulting Planners, Inc.

Description: On behalf of Hyde County, HCP advertised in the Coastland Times on March 22, 2012, requesting proposals for structural engineering, surveying, and asbestos inspection services required for the county's recently-awarded PDM elevation grant. HCP also mailed Requests for Proposals to a number of firms for each required service on the same date. HCP reviewed the proposals received by the deadline date of April 6, 2012. HCP requests that the board authorize the County Manager to work with them to negotiate fees in accordance with available service delivery funds in the approved PDM application and execute contracts for engineering, surveying, and asbestos inspection for the PDM elevation project.

Attachments: Yes (Memorandum from HCP to County Manager)

Reading number: First

Impact on Budget: None. Special Project with funds covered by Federal funds and participating homeowners

Recommendation Authorize the County Manager to execute contracts for required professional services.

MOTION MADE BY:

_____ Byrd
_____ Spencer
_____ Styron
_____ Swindell
_____ Tunnell

MOTION SECONDED BY:

_____ Byrd
_____ Spencer
_____ Styron
_____ Swindell
_____ Tunnell

VOTE:

Byrd
Spencer
Styron
Swindell
Tunnell

Aye

Nay

Memorandum

To: Mazie Smith, Hyde County Manager/Designated Agent
Hyde County FY11 Pre-Disaster Mitigation Program

From: Reed Whitesell, AICP
Project Manager, HCP

Re: Professional Services Contract Recommendations

Date: June 25, 2012

On behalf of Hyde County, HCP advertised in the Coastland Times on March 22, 2012, requesting proposals for structural engineering, surveying, and asbestos inspection services required for the county's recently-awarded PDM elevation grant. HCP also mailed Requests for Proposals to a number of firms for each required service on the same date. I have personally reviewed the proposals received by the deadline date of April 6, 2012. I request that the board authorize you to work with me to negotiate fees in accordance with available service delivery funds in the approved PDM application and execute contracts for the following services:

Surveying --- The county received proposals from Hood Richardson and Sorrell Land Surveying. HCP requests that the board select Hugh Sorrell to perform the work. Both firms provided an inexpensive hourly rate of \$80.00/hr. for a 2-man crew (normally required for elevation certificates and site surveys). Both firms also have extensive experience in Hyde County. However, Mr. Sorrell was very responsive to recent requests by Hyde County for elevation certificates associated with the county's Hurricane Irene response effort, and we believe that he will provide the more responsive service overall.

Asbestos Inspection – The county received proposals from Phoenix EnviroCorp, W.F. Bulow, and Keenan Consulting. HCP requests that the board select W.F. Bulow to perform the work. He is located in nearby Ayden and his per unit inspection fee is only \$121.00 per unit and \$22.00 per sample, which is very cost-effective. We have worked with Mr. Bulow on numerous recent projects, including projects in Hyde County, and find him to be professional and responsive.

Engineering – The county received proposals from the Bissell Professional Group in Kitty Hawk and Appian Consulting Engineers of Rocky Mount. Both responses satisfactorily addressed the elements of the RFP. However, I recommend that the board select Appian for the work, because they are familiar with the county's and HCP's residential elevation procedures, they have extensive recent experience in this type of work in Beaufort and Hyde County (Hurricane Isabel and Beaufort County FY08 RFC and FY10 SRL projects), and because the principal of the firm, Bobby Joyner, will personally perform the majority of the work required. I am confident of his professionalism, responsiveness, and technical acuity. The hourly rates of both firms were competitive, with variations up and down by position.



HYDE COUNTY

NORTH CAROLINA

Item Number: 9

Meeting Date: 07.16.12

Presenter(s): Mazie Smith

Title: County Manager

Agency/Dept.: Hyde County Government

Item Title: Mainland Hyde & Ocracoke Occupancy Tax Advisory Committee Appointments

Attachments: Yes

Description: At its regularly scheduled meeting on June 4, the Board approved ammendment of Hyde County Ordinance No. 38-24 - Advisory Committee to designate that committee appointments be made at or before the second Board meeting in July of each fiscal year.

At its regularly scheduled meeting on June 18, appointments to the Mainland and Ocracoke Occupancy Tax Advisory Committee were tabled to allow time to contact current board members and to solicit interested applicants.

Times Read: Second

Impact on Budget: None

Recommendation: Appoint Occupancy Tax Board Members.

MOTION MADE BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

MOTION SECONDED BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye

Nay

COUNTY OF HYDE

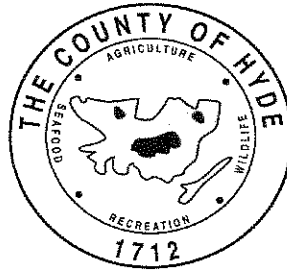
Board of Commissioners

Sharon Spencer, Chair
Dick Tunnell, Vice-chair
Darlene Styron
Barry Swindell
Anson Byrd

30 Oyster Creek Road
PO Box 188
SWAN QUARTER, NORTH CAROLINA 27885
252-926-4400
252-926-3701 Fax

Mazie Swindell Smith
County Manager

Fred Holscher
County Attorney



June 25, 2012

Hyde County Mainland Occupancy Tax Board:

Please be advised that at its regularly scheduled meeting on Monday, June 18, 2012, the Hyde County Board of Commissioners directed Manager Smith to send a letter to each Mainland and Ocracoke Occupancy Tax Board member asking whether or not you wish to be re-appointed to the Occupancy Tax Board position that you currently hold.

The Board will make appointments and/or re-appointments on Monday, July 2, 2012 at the regularly scheduled Board of Commissioners meeting. Please respond to Mazie at 926-4400 or me at 926-4178 on Wednesday, June 27, 2012 in order that we include your name in the appointment process on Monday, July 2nd.

Should you have any questions, please contact us.

Sincerely,

Lois Stotesberry, Deputy Clerk

cc: Commissioners



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 10

Meeting Date: 07.02.12

Presenter(s): Mazie Smith

Title: Manager

Agency/Dept.: Hyde County

Item Title: Appointment to Northeast Workforce Development Board

Attachments: Yes

Description: Ms. Sharon (Sherry) Carawan would like to be appointed to serve on the Northeast Workforce Development Board. She manages Mattamuskeet Seafood. Sherry would like to make a difference in Hyde County and the State.

Times Read: First

Impact on Budget: Does Not increase the budget

Recommendation: Appoint

MOTION MADE BY:

____ A. Byrd
 ____ B. Swindell
 ____ D. Styron
 ____ D. Tunnell
 ____ S. Spencer

MOTION SECONDED BY:

____ A. Byrd
 ____ B. Swindell
 ____ D. Styron
 ____ D. Tunnell
 ____ S. Spencer

Vote:

____ A. Byrd
 ____ B. Swindell
 ____ D. Styron
 ____ D. Tunnell
 ____ S. Spencer

Aye

Nay

SENT TO MAZIE 5/31/12

BOBBY HANIG, ACTING CHAIR
obxncpoolguy@gmail.com

NWDB

Sound Workforce Solutions

WENDY JEWETT, DIRECTOR
wjewett@albemarlecommission.org

Serving Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington Counties

Board Member Application

Date: May 17, 2012

Name: Sharon Carawan

County: Hyde

Address: 24810 US 364 Swan Quarter, NC 27885

Business Affiliation: Industry Food Occupation Managing processing facility

Currently Employed Processing Retired —

Contact Information:

Phone# 252-943-4933 Email: Sherrie@matlamuskeetseafood.com Other: —

Best way to contact you? 926-2431 (252)

Why do you want to be a board member of the Northeastern Workforce Development Board?

I would like to make a difference in my County.
and in my state. Our state and our Counties
are struggling in this economy and we need
education and solutions to the various obstacles
we face in creating new jobs.

For Internal Use Only:

Please email application to Pbo@albemarlecommission.org or mail to address below attn: Pat Bo

NORTHEASTERN WORKFORCE DEVELOPMENT BOARD
512 SOUTH CHURCH STREET PO Box 646 HERTFORD, NC 27944 PHONE 252.426.5753 FAX 252.426.3453
www.albemarlecommission.org



RELAY NUMBERS FOR THE HEARING IMPAIRED: DIAL 711 OR 1-800-735-8262 (VOICE) AN EQUAL OPPORTUNITY EMPLOYER / PROGRAM



Since 1712

HYDE COUNTY

NORTH CAROLINA

Item Number: 11

Meeting Date: 07.02.12¹⁶

Presenter(s): Mazie Smith

Title: Manager

Agency/Dept.: County of Hyde

Item Title: Approval of Position for Planning & Development Technician

Attachments: Yes

Description: During discussions pertaining to the 2012-2013 budget, the Commissioners recommended that the Grants Administrator position and the Public Information Officer positions be cut back to part-time. Upon further study by the County Manager, it is her recommendation that the two part-time positions be combined into one full-time position in order to attract a higher caliber of employee. A job description for the proposed position is attached. Funds to cover the cost of providing benefits would be taken from within the approved budget allocation. The duties of the PIO would be assigned to Jamie Carter who already serves as a Deputy Clerk and part-time PIO for the county.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Approve

MOTION MADE BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

MOTION SECONDED BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye

Nay



County of Hyde

Job Title:	Administrator/Project Manager	Job Category:	Administrative
Department/Group:	Department of Planning and Development	Job Code/ Req#:	
Location:	Hyde County	Travel Required:	Yes
Level/Salary Range:	69/\$34,076 - \$52,817	Position Type:	Full Time
HR Contact:	Tammy Blake	Date posted:	7/03/12
Will Train Applicant(s):	N/A	Posting Expires:	7/13/12
External posting URL:	www.hydecourtync.gov		
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: (252) 926-4400 or tblake@hydecourtync.gov Subject Line: Attention: Tammy Blake		Mail: Tammy Blake Hyde County Government Human Resources P.O. Box 188 Swan Quarter, NC 27885	
Job Description			
Description of Work: <ul style="list-style-type: none"> The position administers the systems and processes for planning and code enforcement services to provide coordinated guidance and regulation of the growth and development of the County. Work involves short and long range planning for policies, ordinances and comprehensive land use plans. Responsible for reviewing development proposals; assisting with permitting; interpretation of ordinances, policies and plans; and working with GIS Coordinator to maintain and update planning layers to the County's GIS Systems. The position requires and involves considerable public contact. Performs promotional and consultative work in developing and directing an economic development program for the County. Responsible for consulting with local officials, community leaders and business executives for the purpose of promoting the business and industrial growth through expansion and retention of existing commercial bases, and attraction of new business into the County. Seeks, applies for and administrators state, federal and foundational grants. Serves as Project Manager for grant funded public facilities and infrastructure construction. Accomplishes project objectives by planning, implementing and evaluating special project activities. Prepares contracts; performs procurement as dictated by federal, state and local guidelines; and negotiates revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors. Plans, organizes and manages the operations of the department. Develops and recommends annual budget for the department; monitors and approves expenditures. Work requires considerable planning and timely execution of work. Decisions must be made quickly and with accuracy. Employee must exercise independent judgment and simultaneously must consider financial socio-economic, legal, and regulatory variables as they affect the County. Attends various board meetings as a representative of the County; responding to questions, concerns, and requests for information from citizens and employees; prepares a variety of planning related reports and 			

Hyde County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.



County of Hyde

records and files with appropriate government agencies, boards or commissions; analyzes County planning needs, problems, programs, services and requests for assistance; recommends priorities; conducts studies, recommends and continually updates comprehensive land use plan; develops and/or supervises the review and drafting or revision of planning and zoning ordinances, policies and procedures. Works with Department of Transportation for road and highway improvements and participates in all long range transportation planning.

- Serves as a Subdivision Officer and Plat Review Officer and may be asked to assist with upkeep and development of county ordinances.
- Supports governing and advisory boards, including the Board of County Commissioners, Sanitary District Boards, Soil and Water Conservation Boards, Drainage District Boards whose focus is on physical land use, public facilities and public infrastructure.
- Provides management and leadership in the creation and implementation of economic development strategies to increase the jobs and the tax base of Hyde County.
- Develops data, statistics, and publications which portray the economic potential of the county; identifies prospective industries and assistance to prospective industries wishing to locate in the county; and maintains proper records, reports and public information for the program. Knowledge of GIS mapping and use is preferred.
- Serves as the initial contact for potential industries and businesses considering new location or expansion; shows sites and arranges meetings with local officials; researches land and coordinates contacts for the property; serves as liaison during plant or facility construction; investigates labor supply, utilities, and works with various groups to ensure the availability of an adequate, well trained workforce for industrial concerns. Maintains contact with state industrial developers, community leaders, and representatives of businesses and industry.
- Keeps current records on sites and buildings, and reports changes to State industrial developers; keeps files and statistics on labor wages, demographics, economic base, maps profiles, utilities, retail sales, and building permits.
- Coordinates efforts with a wide variety of local, regional and state groups such as Regional Partnership officials, NC Department of Commerce; Northeast Economic Developers, NCEDE, and others.
- Coordinates the development of marketing tools for the economic development of the County including brochures, flyers, open houses, web based materials, and press releases.
- Oversees the administration of County Revolving Loan Fund.
- Coordinates, plans, manages and oversees the county's economic, social and physical growth, promotes economic opportunity, and supervises the development of infrastructure by assisting both public and private developers.
- Actively seeks grants and funding sources to support infrastructure improvements and other community projects and needs utilizing funds from Community Development Block Grants, Rural Development Administration, NC Rural Economic Development Center Grants, USDA, Golden Leaf, Parks and Recreational Trust Fund, Clean Water Management Trust Fund and other sources.
- Prepares grant applications including narrative descriptions, work plans and detailed multi-year budgets, assists as a County Liaison for the Community Development Block Grant Programs, administers various state, federal and foundations grants by working with the County Finance Department to draw-down grant funds and to meet reporting requirements.
- Manages awarded grants and completes all necessary reporting as dictated by the funder. Formally procures and contracts for grant procurement and administration when not administered in house. Actively seeks grant administration funding to offset administrative expenses when administered in house.

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County of Hyde

- Responsible for overall project planning and scheduling, resource allocation, project accounting, and control, while providing technical direction and ensuring compliance with quality standards. Is responsible for proper administration of construction contracts and for obtaining all necessary permits and licenses.
- Oversees construction projects from start to finish; performs a key role in project planning, budgeting, and identification of resources needed; project accounting functions including managing the budget, tracking expenses and minimizing exposure and risk in the project; ensure that construction activities move according to predetermined schedule.
- Communicates effectively with the contractors responsible for completing various phases of the project; co-ordinates the efforts of all parties involved in the project, which includes architects, consultants, contractors, sub-contractors and laborers; monitors the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams.
- Maintain strict adherence to the budgetary guidelines, quality and safety standards; periodic inspection of construction sites; ensure project documents are complete; identify the elements of project design and construction likely to give rise to disputes and claims; serves as a key link with the County Manager; presents project status to County Manager, Board of Commissioners and public; reviews the deliverable prepared before passing onto Hyde County.

Skills/Qualifications:

- Ability to perform complex and professional planning work directing the administration of the County's physical land use planning. Knowledge of principles and practices of rural planning.
- Thorough knowledge of principles, practices and processes involved in economic development.
- Thorough knowledge of the principles of management, business, organization procedures, and financing.
- Considerable knowledge of grant development and administration and grant sources.
- Considerable knowledge of economic, social and technological resources available in the economic development field.
- Considerable knowledge of the local, regional state and federal resources and agencies available to assist with various economic development activities.
- Considerable knowledge of the application of information technology to the development of information and to the recruitment and retention of economic capital.
- Considerable knowledge of marketing principles and practices.
- Skills in data collection and analysis, and establishment of data bases about pertinent County statistics and demographics.
- Ability to plan, organize and effectively develop industrial leads for the County including building consensus among diverse groups.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with industry and business executives and owners or representatives, public officials at the local, state and federal levels, contractors, community leaders and organizations, other department heads, superiors and employees. Ability to analyze situations accurately and make correct recommendations for each industrial contact.
- Must be able to physically perform the basic life operational functions of stooping, kneeling crouching, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing. Must be able to perform sedentary work exerting up to 10 pounds of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare and analyze data, examine and work with maps, charts and detailed materials, operate a computer, inspect sites, use measuring devices, figure computations, and

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read extensively.

- Work is performed under the general direction of the Director of Planning and Development and is evaluated through a performance evaluation process.

Desired Education and Experience:

Bachelor's degree from an accredited college or university in business, planning, public administration, economics or related field supplemented by training in land use planning and/or economic development and considerable related professional experience; or an equivalent combination of education and experience.

Application Process:

Hyde County applications can be obtained at the Human Resources office during regular business hours at the address listed above or at: www.hydecountync.gov

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

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[ccmanagers] Job Announcement - Community Development Planner

Friday, June 29, 2012
10:56 AM

Subject	[ccmanagers] Job Announcement - Community Development Planner
From	McLaurin, Monita R
To	The ccmanagers mailing list
Sent	Tuesday, June 26, 2012 10:12 AM

Community Development Planner I

Hiring Agency: NC Department of Commerce
Location: Fayetteville, Cumberland County
Salary Range: \$42,833.00 - \$70,500.00 Annually
Salary Grade: 73
Type of Appointment: Permanent/Full Time
Opening: 06/26/2012 Closing Date: 07/16/2012

To Apply: <http://www.osp.state.nc.us/jobs/index.html>

North Carolina Department of Commerce Division of Community Development/Community Planning is seeking a Community Development Planner in the Fayetteville Southeastern Regional Office.

All qualified candidates are encouraged to review position requirements and apply:
<http://www.osp.state.nc.us/jobs/index.html>

If you have questions please contact:

Deborah W. O'Neal
Recruitment/Leave Administrator
N. C. Dept. of Commerce
301 N. Wilmington Street
4306 Mail Service Center
Raleigh, NC 27699
Phone: 919-733-2104
Fax: 919- 715-3183

Thanks,

Monita R. McLaurin
Chief Planner
North Carolina Department of Commerce
Division of Community Planning - Southeastern Regional Office



County of Hyde

Job Title:	Planning Director Assistant	Job Category:	Administrative
Department/Group:	Office of Planning & Economic Development	Job Code/ Req#:	61
Location:	Hyde County	Travel Required:	Yes
Level/Salary Range:		Position Type:	Full Time
HR Contact:	Tammy Blake	Date posted:	6-19-12
Will Train Applicant(s):	N/A	Posting Expires:	6-29-12
External posting URL:			
Internal posting URL:	www.hydecountync.gov		
Applications Accepted By:			
Fax or E-mail: (252) 926-3701 or tblake@hydecountync.gov Subject Line: Attention: Tammy Blake		Mail: Tammy Blake Hyde County Government Human Resources P.O. Box 188 Swan Quarter, NC 27885	
Job Description			
Description of Work: <ul style="list-style-type: none">• Performing office assistance and support tasks; preparing and maintaining a wide variety of documents, reports and records; receiving and screening visitors and telephone calls; preparing and maintaining files and records; generating reports.• Processes incoming and outgoing mail; maintains various department records;• Under direction, plans and arranges meetings and conferences and schedules appointments;• Composes and types letters and memoranda in conformance with policies or from brief instructions;• Assists with the development of marketing, including brochures, flyers web pages and press releases;• Types reports and other materials using specialized formats and forms;• Answers telephone and directs calls; takes and relays messages;• Assists in monitoring grant invoices and statements for discrepancies;• Issues various forms and applications; assists applicant in completing forms and applications; ensures completeness of forms and applications;• Enters a variety of data into computer and generates various reports;• May provide clerical and secretarial assistance to boards, commissions, committees, etc.; assembles and mails packages;• Completes forms, records and reports necessary for department functions;• Makes copies of reports and disseminates information as required;• Performs related tasks as required.			
Skills/Qualifications: <ul style="list-style-type: none">• Have a general knowledge of standard office practices, procedures, equipment and office assistance			

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techniques.

- Have a general knowledge of how departments function, how the county departments are organized and a good overview of current policies.
- Have a thorough knowledge of business English and spelling.
- Ability to solve problems within scope of responsibility.
- Ability to establish and maintain effective working relationships with associates;
- Ability to lay out and type forms and tables;
- Ability to operate data entry and personal computer equipment, type at a reasonable rate of speed.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with industry and business executives and owners or representatives, public officials at the local, state and federal levels, contractors, community leaders and organizations, other department heads, superiors and employees. Ability to analyze situations accurately and make correct recommendations for each industrial contact.
- Must be able to physically perform the basic life operational functions of stooping, kneeling crouching, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing. Must be able to perform sedentary work exerting up to 10 pounds of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare and analyze data, examine and work with maps, charts and detailed materials, operate a computer, inspect sites, use measuring devises, figure computations, and read extensively.

Desired Education and Experience:

Any combination of education and experience equivalent to graduation from high school and some office assistance experience.

Application Process:

Hyde County applications can be obtained at the Human Resources office during regular business hours at the address listed above or at: www.hydecountync.gov.

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